Intra-governmental Payment and Collection System

TRACS

Version 1.0

User Manual

GOALS II

Department of the Treasury

Financial Management Service

fms

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For additional copies of this manual, see:

http://www.fms.treas.gov/goals/GOALS_IPAC.html

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Introduction

What is the IPAC TRACS Application?

The **T**reasury **R**eceivable **A**ccounting and **C**ollection **S**ystem (**TRACS**) is the Financial Management Service's (FMS) check claims application. It was developed to expedite the transfer of funds and associated financial information between FMS and Federal Program Agencies (FPAs). FMS partnered with the Federal Reserve Bank (FRB) of Richmond to re-engineer the TRACS application within the **G**overnment **O**n-Line **A**ccounting **L**ink **S**ystem (**GOALS II**). The improved TRACS application streamlines the reimbursement procedure for processing check claims transactions through the **I**ntra-governmental **P**ayment and **C**ollection **S**ystem (**IPAC**) application.

IPAC TRACS Transaction Types

The IPAC TRACS application has two purposes: to create IPAC bills and to store the detail information associated with these IPAC transactions for access by FPAs. The four types of transactions are:

Unavailable Check Cancellations (UCC) credits

A UCC is a check that has been cancelled for a reason other than that the check has expired. It is issued by the agency and submitted to Treasury using a SF-1184. When Treasury receives and processes the form, it credits the agency back using either an IPAC transmission or a SF-1081. The IPAC/1081 bill is further supplemented with detail information of the individual items involved.

When an agency decides to issue an unavailable check cancellation because the payee reports non-receipt, theft, loss, mutilation, or destruction of the check, or the payee is not entitled to the proceeds, Treasury credits the agency back, using either an IPAC transmission or a hard copy SF-1081. The IPAC/1081 bill is further supplemented with detail information for the individual items involved.

Payment Over Cancellation (POC) debits

A check that has been cashed after it has been cancelled. This occurs when a check, not in the possession of the administrative agency or disbursing office, has been canceled by the certifying agency and is later negotiated/cashed by the payee and presented to Treasury for payment. Since this results in a double payment with the payee being overpaid, action must be taken to reverse one of the credits.

When an agency issues a check, Treasury credits itself and charges the agency for the amount of the check. When the bank presents the check for payment to the FRB, the funds are transferred from Treasury's account to the bank. A Search Report and Claims Document (3858) is generated in the CP&R system. The 3858 contains a claim form (1133) as well as detail information regarding each check.

Limited Payability Cancellations (LPC) credits

LPC credits result when a check has been cancelled because it was not cashed within the timeframe specified on the check. A check can be negotiated to a financial institution only if it less than or equal to one year old.

LPCs return credits to the agency that authorized the issuance of the check when the check has not been presented for payment to the Treasury within one year of its issuance. During the 14th month after issuance, CP&R will identify and cancel all checks that have aged 12 months from the issue date and remain outstanding. Treasury credits the certifying agency for the amount of the check cancellation using either an IPAC transmission or a SF-1081. If the agency does not do business through IPAC, a hard copy 1081 bill is generated and mailed to the appropriate agency by the Accounts Branch.

Reclamation Credits (REC)

It is necessary to generate reclamation tickets requesting refunds from financial institutions when they have processed forged or unauthorized check endorsements. RECs allow collection processing as payments are received from financial institutions made payable to the Government through the Federal Reserve System.

RECs return credits to the agency that authorized the issuance of a check when the check has been presented for payment to Treasury and it determined that the check was cashed as a result of an unauthorized or forged endorsement and the credit has been received from the presenting Financial Institution.

The FMS TRACS system submits UCC, POC and REC transactions on a daily basis. LPC transactions are submitted on a monthly basis.

This application interfaces with the FMS TRACS system and the IPAC application. A summary file and a detail file are sent daily from the FMS TRACS system to the IPAC TRACS application. The detail records are compared against the summary records to ensure consistency and accuracy. The summary and detail information is stored in the IPAC TRACS application so that users may access reports to obtain the details that

support a corresponding IPAC bill. After processing, IPAC TRACS returns a file to the FMS TRACS system indicating the status of each transaction processed.

This Guide's Audience

This manual is intended for users of the IPAC TRACS application. It describes the TRACS online system in its entirety, though individual users will only have access to the screens and functions that are authorized by their organization.

Assumptions

It is assumed that the users of this manual are familiar with the following:

- The use of a personal computer in a Windows environment.
- The basics of the Internet and the browser software they are using.
- The accounting procedures unique to their organization.

Organization

The information in this manual is divided into five chapters, corresponding to the function buttons from the **TRACS Main Menu**. These sections will describe the processes available under each menu choice and will include screen views to ensure that the correct paths are being followed. The manual also contains this Introduction, which discusses the purpose of the manual, its intended audience and some of the functions common to the entire TRACS application. Additionally, there is a table of contents, an index and several appendices.

Conventions Used in this Manual

The following conventions are used throughout the manual:

- References to **screen names** will appear in bold print (i.e. **TRACS Main Menu**).
- Names of **screen buttons** will be in "quotes".
- References to **field names** on a screen will be <u>underlined</u>.
- References to **other sections** of this manual will be in *italics.*

Conventions Used in the TRACS Application

Title Bars

As you use the TRACS application, the title bars on your screen will help you keep track of your location within the program. Once you leave the Main Menu, the title bar of each screen contains the name of the function in which you are currently working as shown in Figure I.1.
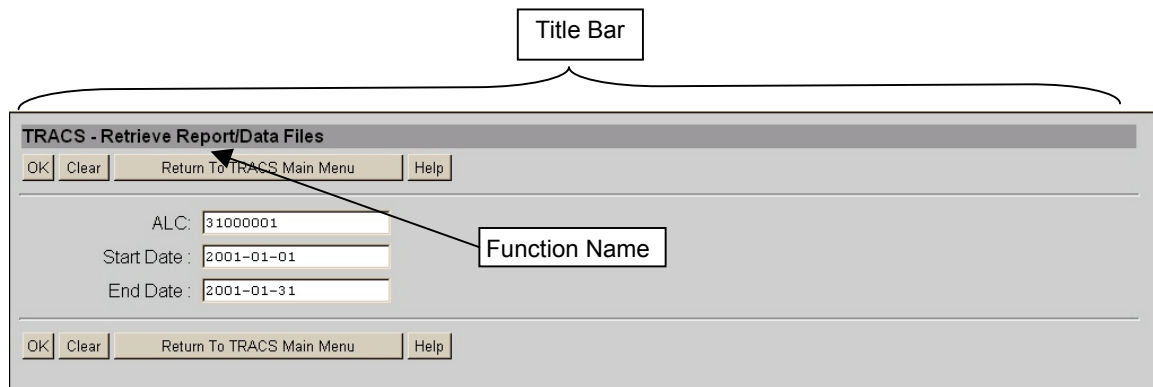
Figure I.1   Title Bar

Browser Buttons

You must **not** use the "Back" and "Forward" buttons of your browser to navigate through the TRACS screens. The program expects data to be submitted in specific sequence and using the browser navigation buttons can result in activation of intruder detection software. If you accidentally hit the back button of the browser, you will be returned to the IPAC System Main Menu with none of the data entered on the most recent screen saved to the database.

Cursor Movement

When a screen first displays, you must click to position the cursor in the first data entry field or menu selection. Use the "Tab" key to move forward between fields, "Shift"- "Tab" to move backward. You **must** use a button to submit data to the TRACS database.

> Hitting the Enter key while in a data entry field is **NOT** the same as clicking the "OK" button or other TRACS screen buttons. If you would like to use the keyboard rather than the mouse to click a button, then use the Tab key to move the focus to the button ("OK", "Return to TRACS Main Menu", etc.), then hit Enter.

Standard Buttons

Standard Buttons have been established for use throughout the TRACS application. Their availability may vary as needed by the function being performed, but when they appear they will behave in a consistent fashion. They typically include "**OK**", "**Print**", "**Clear**", "**Cancel**", and "**Return to TRACS Main Menu**". Additional buttons will be included as needed by specific areas of the program.

Explanation of Standard Buttons

"OK"
This acknowledges that you have read any message on the current screen and processes any information entered on the current screen. You are returned to the previous screen or to a menu.

"Print"
You will be forwarded to a report printing screen where the data just entered, a document or a report can be requested. Typically, on this screen, you will be presented with several output options that are discussed in detail later in this Introduction.

"Clear"
All of the data entry fields which you have modified since the last time the screen was displayed are returned to their initial values. No data is submitted to the database.

"Cancel"
No data is submitted from the currently active screen and you are returned to the previous screen or to a menu.

"Help"
A new browser window is opened and page level, context sensitive help for the current screen is displayed. After reading and/or printing the help screen, you should close the help window by using the "Return" button on that screen to return to the previous screen. (The back button on your browser will not be functional on the help screen since this is a new window with no history.)

"Return to TRACS Main Menu"
Returns you to the TRACS Main Menu without processing any information on the current screen.

"Return"
Closes the current help screen and returns you to the previous program screen.

Formats

Button Formats

Because screen presentation is influenced solely by your browser configuration, all **function buttons will display at both the top and the bottom of all TRACS screens**. Either set may be used depending on your location and preference, as shown in Figure I.2.
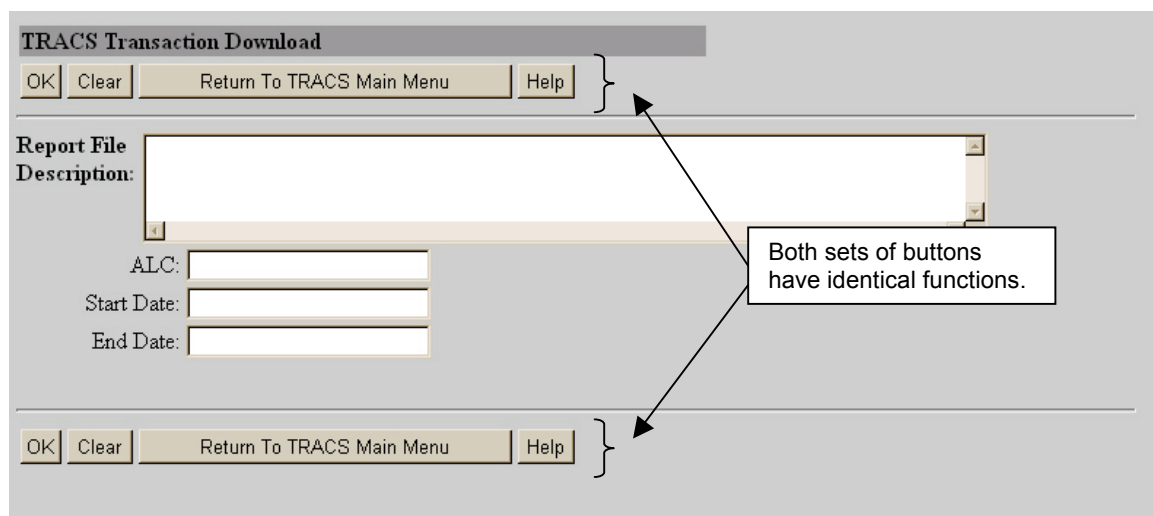
Figure I.2   Function Button Locations

Date Formats

When entering dates in TRACS, the format is **YYYY-MM-DD** (2001-06-22 for June 22, 2001). TRACS will not recognize a date entered in another format as valid.

Time Formats

When a start or end time is required, enter the time in military time format which uses a 24-hour clock, four digits and does not use punctuation to separate hours from minutes. Military time is told on a continuous 24-hour clock. Rather than distinguishing between morning (AM) and afternoon (PM), the time is read sequentially from 0000 to 2359. For example, fifteen minutes past midnight is 0015, one thirty in the morning is 0130, and two o'clock in the afternoon is 1400. For a military time conversion chart, see *Appendix G*.

Help Screens

The TRACS application provides page level, context sensitive help. The **Help** screen you see is related to the TRACS screen from which you requested the help. This screen displays in a new browser window, which behaves like any other browser window on your system. The Help screen information may be printed through your browser's print facility. The "Back" button on this window will be dimmed and inoperable since this is a new window with no history. Clicking this button again or clicking another "Help" button, will open another new browser window without closing this window. To avoid confusion and to save your system's memory, Help windows should be closed when you are finished with their information by using their "Return" buttons. A sample **Help** screen is shown in Figure I.3.

Help
Return

There is no help screen available at this time. For assistance, please contact the GOALS Customer Support Staff on (202) 874-8270.

Return
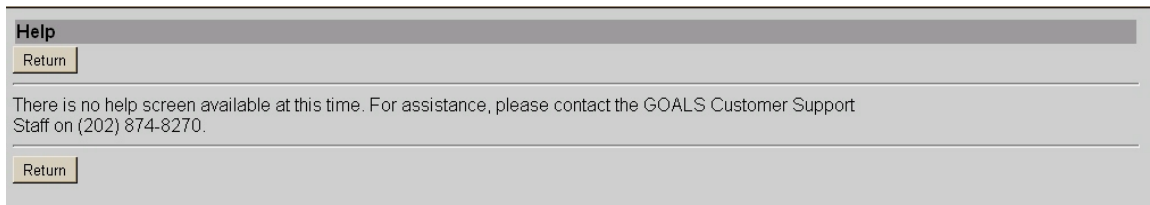
Figure I.3   Sample Help Screen

Error Messages

An error message is generated by the TRACS application to tell you when an action taken is improper or data you have entered is incorrect. Error messages appear in a browser window, just as help information does. The **Error Message** windows are typically smaller, and the same **Error Message** window is reused without being cleared until specifically closed. This allows the user to refer to the error message while resolving the error, but error messages will continue to accumulate as the window is called for message display. Since this can be confusing, it is advisable for you to close the Error Message window by selecting the X box in the upper right hand corner of the window when you have read and understood the information provided. A sample **Error Message** is shown in Figure I.4

Whenever you receive an error message from TRACS, the submission causing the error is returned to you unprocessed.
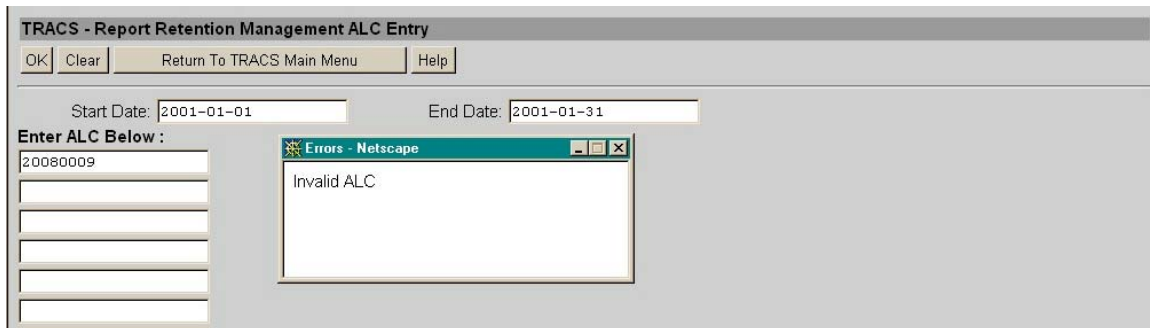
Figure I.4   Sample Error Message

Viewing HTML Format Documents and Reports

When a report is generated in HTML format for viewing online, the TRACS Report Viewer is automatically called to display the report as shown in Figure I.5.
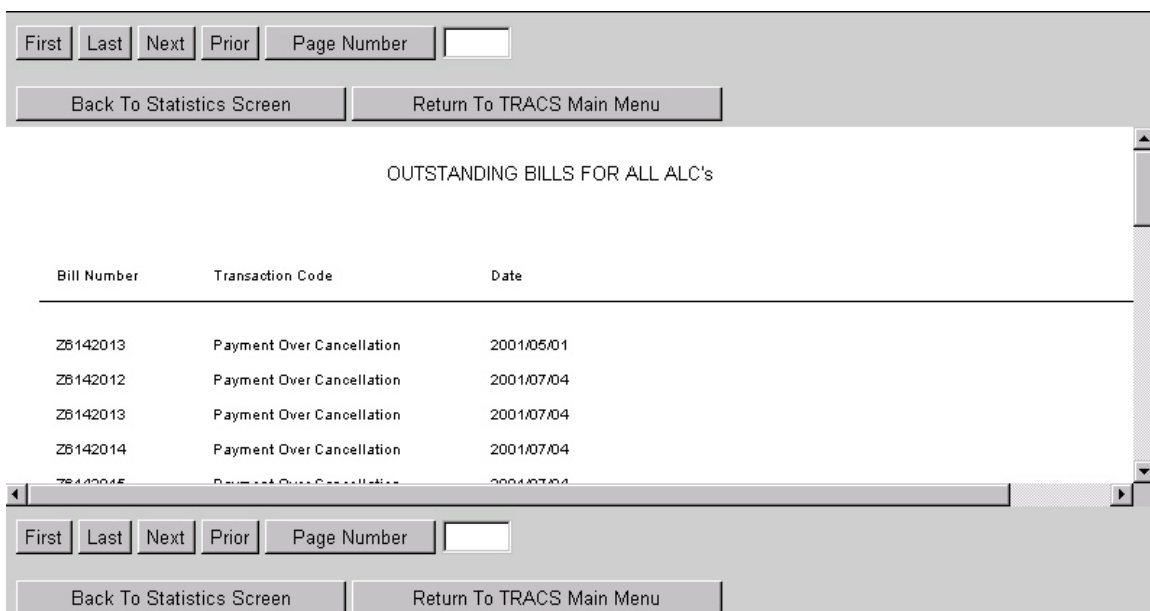
Figure I.5   TRACS Report Viewer

The TRACS Report Viewer will display the document or report one page at a time with as much of the page visible as your browser will allow. You can see the rest of the page by using your browser scroll bars. If you attempt to print this report through your browser, only the page you are currently viewing will be printed.

The Report Viewer also has standard function buttons, shown in Figure I.6, which appear at both the top and the bottom of the screen.

"First"
> Moves to the top of the first page (page 1) of the document.

"Last"
> Moves to the end of the last page of the document.

"Next"
> Moves to the next page in the document unless you are already on the last page of the document.

"Prior"
> Moves back one page in the document unless you are already on the first page of the document.

"Page Number"
> Moves to the page number entered in the <u>Page Number</u> field. If the field is left blank, clicking "Page Number" will move to the first page of the report. If the field is set to a page number greater than the number of pages in the report, clicking "Page number" will move to the last page of the report. The presence of a page number in the field does not affect the operation of the "First", "Last", "Next" or "Prior" buttons.

"Back to Statistics Screen"
> Returns to the **Report Statistics** screen, discussed earlier in this section, where you can choose to display the report in another format.

"Return to TRACS Main Menu"
> Returns to the TRACS Main Menu, saving the report for later viewing through the Retrieve Report/Data Files function.

Viewing, Saving and Printing PDF Format Documents and Reports

If your system is equipped with an Adobe Acrobat® reader, then a better choice for viewing or printing the report may be the PDF (**P**ortable **D**ocument **F**ormat), read with Acrobat, which allows documents to be displayed and printed in different operating systems while retaining its formatting properties and appearance. There are Acrobat readers available for DOS, Windows, UNIX and Mac platforms.

If you choose PDF as your file output format and see an error message similar to the one in Figure I.6, then either Acrobat is not installed, or your browser is not configured to use it.
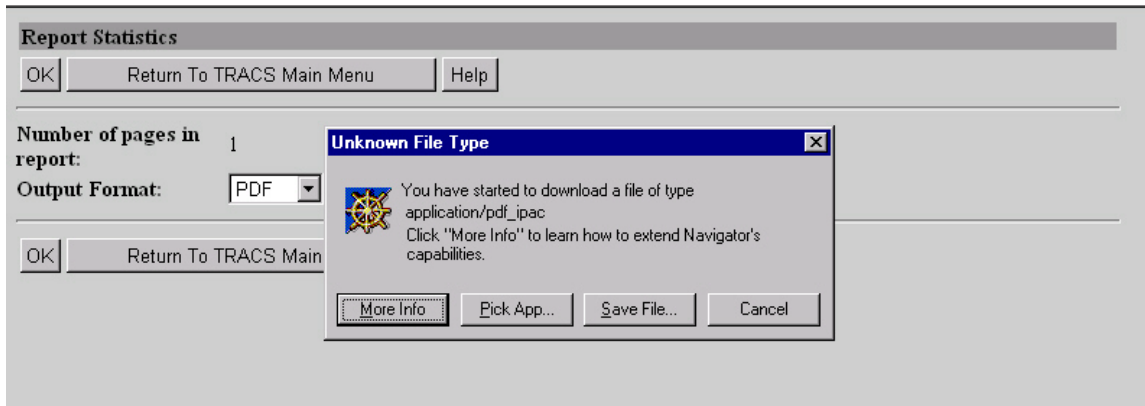
Figure I.6   Adobe Acrobat Error Message

If your browser is configured to use Adobe Acrobat Reader, the next screen you see should be similar to Figure I.7 This is a warning that some files downloaded from the Internet can be dangerous. It also asks you if you would like to open the file or save it to disk.

Do **NOT** remove the check from this box or you will not be able to save files through Adobe Acrobat Reader

Figure I.7   File download warning

Since this report is coming from TRACS, a secure system, you can trust the source of the report. On this screen you must also decide if you want to open the report for viewing and printing, or if you want to save it to disk. Do NOT remove the check mark from the "Always ask before opening this type of file" box or you will not be able to save
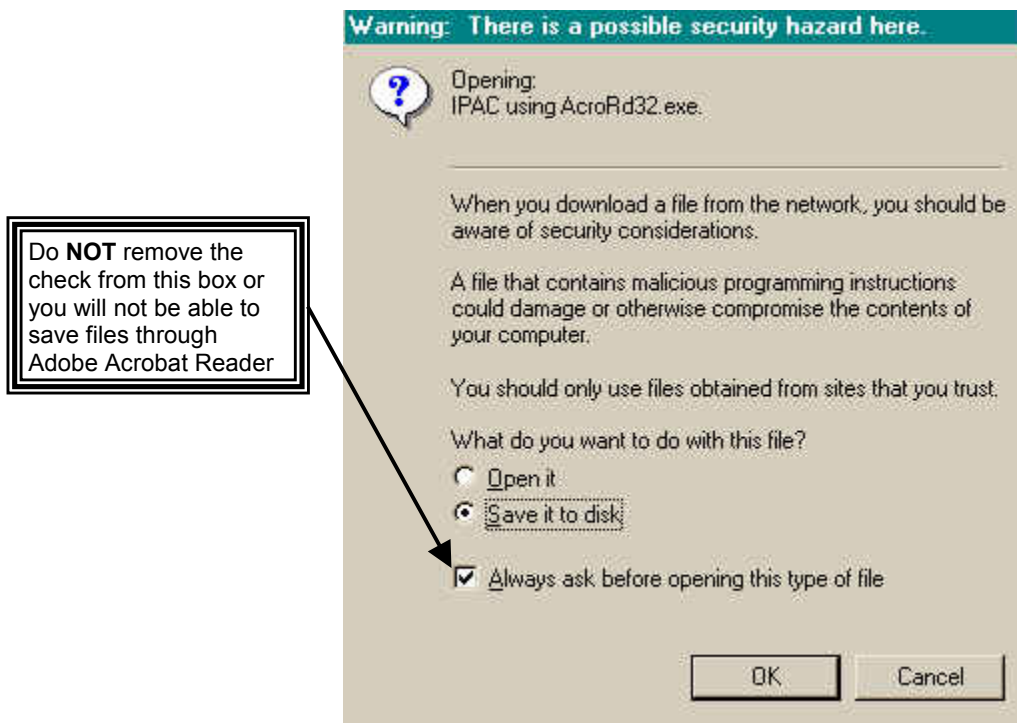
files through the Acrobat Reader. If you browser is not configured to use Adobe Acrobat Reader, please refer to *Appendix B* for configuration instructions

Viewing and Printing a Report with Adobe Acrobat Reader®

If you choose to **Open** the file, the report will be formatted by TRACS and the Adobe Acrobat Reader will automatically be opened to read the file. Figure I.8 illustrates Acrobat Reader's view of a TRACS transaction.
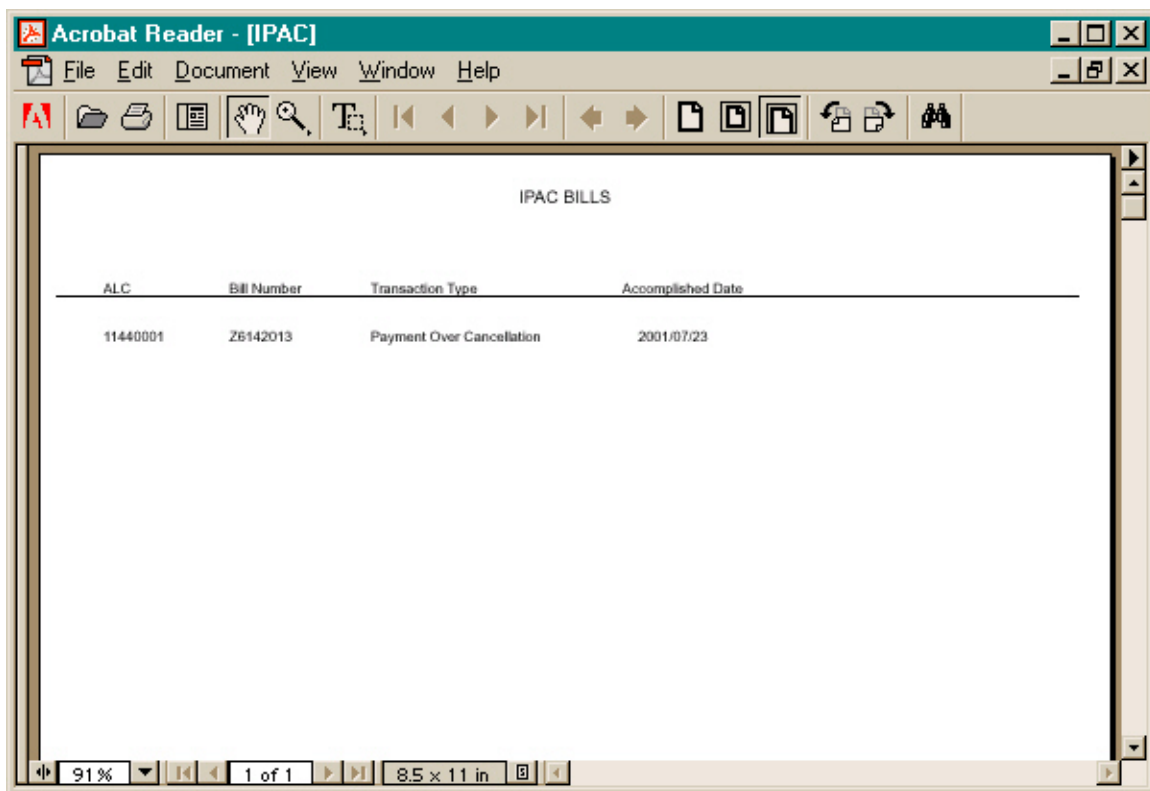
Figure I.8   Adobe Acrobat Reader® View of Report

The Adobe Acrobat Reader is an easy to use program, and most of the buttons on its toolbar function as you would expect them to. If you would like further help in using the program, while in Adobe Acrobat Reader click **Help**, then **Reader Online Guide**, then **Viewing PDF Documents** for further information.

The report can also be printed from within the Acrobat reader. Click the **File** option of the Acrobat menu bar to get the menu shown in Figure I.9.

Figure I.9   Adobe File Menu

Choosing the **Print** option from this menu will bring you to the menu shown in Figure I.10

Figure I.10   Adobe Print Menu

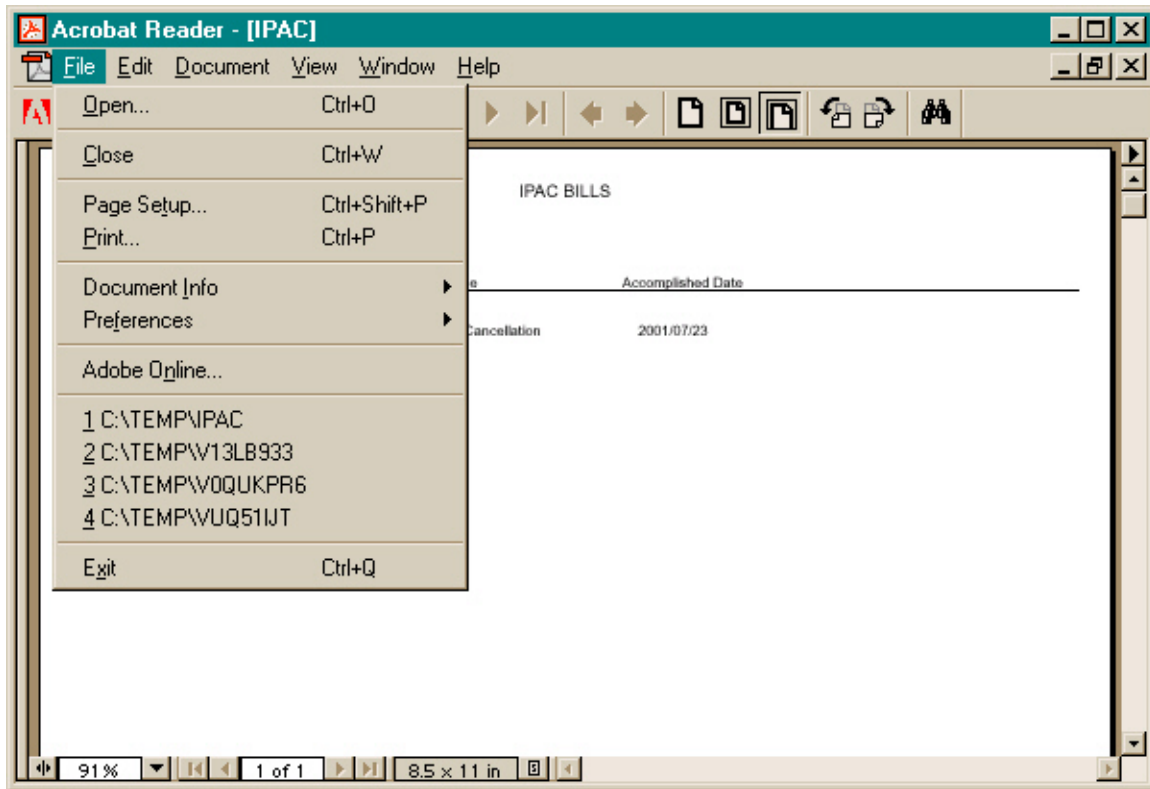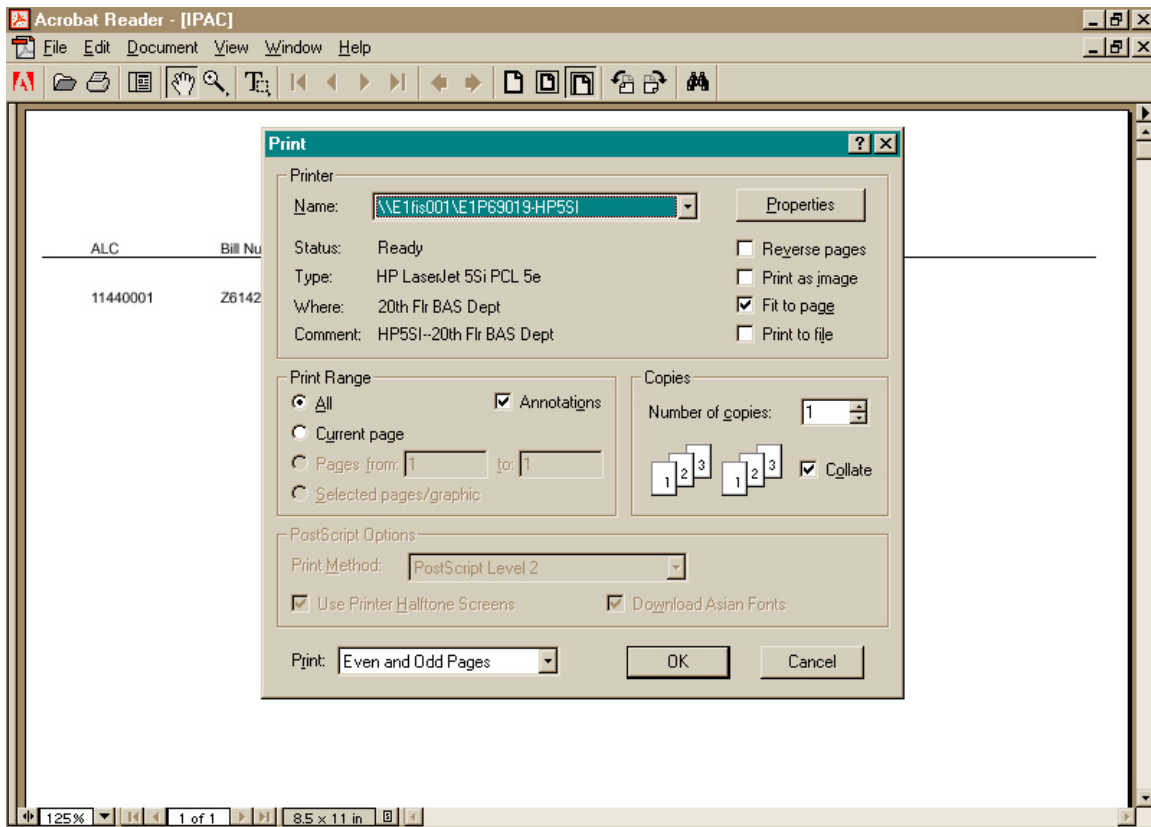From here it is possible to print the entire report, the current page of the report or a range of pages to your default printer. If you put a check in the "Print to File" box on this menu screen, the report will be saved to a file in a manner that can be understood by your printer, but will not be viewable by you. If you want to save the file to a disk, choose the "Save it to disk" option on the previous menu. (See Figure I.7 and read below.)

Saving a Report with Adobe Acrobat Reader®

If you choose **Save it to disk** (See Figure I.7) you will see a standard Windows "Save As…" Dialogue Box where you can name the output file, choose the location for the file and specify the type of file to save (See Figure I.11). The location and name you choose for the file will depend on your computer's configuration and your agency's procedures. Do NOT remove the check mark from the "Always ask before opening this type of file" box or you will not be able to save files through the Acrobat Reader. Once the file is saved, you will be returned to the **Report Statistics** screen where you can display the report in another format or return to the **TRACS Main Menu**.
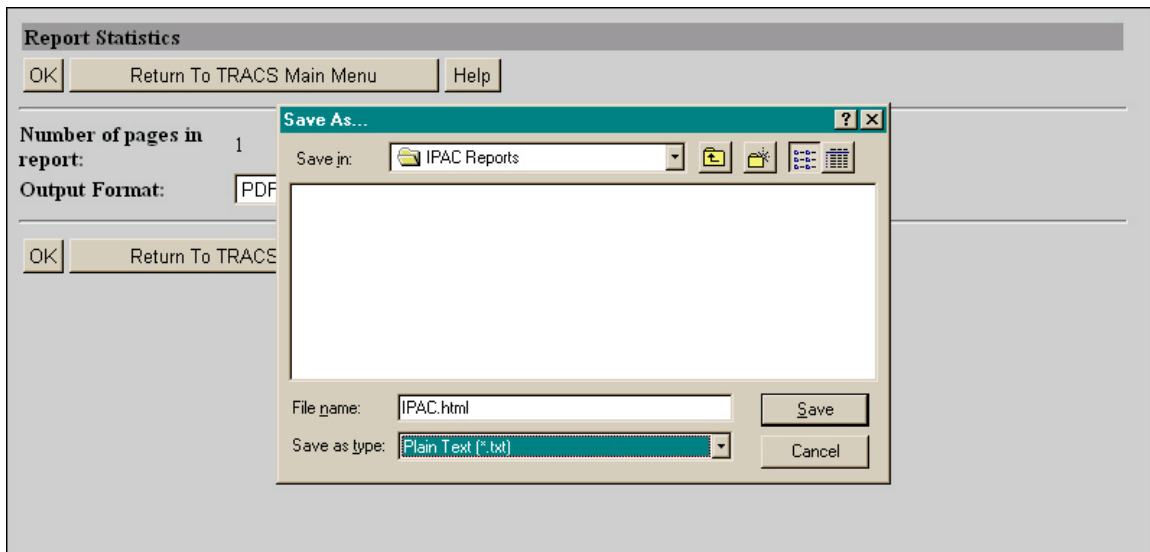
Figure I.11   Windows Save As… Dialogue Box

Accessing the System

The IPAC TRACS application is an Internet application that can be accessed using a secured web site address. The on-line version of the manual does not list the secured web site address. For more information contact the GOALS Customer Support Staff on (202) 874-8270.

Security Logon

When you first open the IPAC System in your browser, you will be presented with a Logon Screen similar to the one in Figure I.12. The actual appearance of this window may vary with the browser you are using to access the IPAC System, but the data entry boxes will remain the same. You must enter your User Name (Logon ID) and Password to be allowed through the security layer and into the IPAC web site.

Username and Password Required ✕

Enter username for Federal Reserve Banks at
ww2.ustreasuryservices.org:

User Name: [   ] ◄———— Enter Logon ID here

Password: [   ]

[OK]   [Cancel]

Figure I.12   Security Logon Screen

When you are authorized as a user of TRACS, you will be assigned a Logon ID and a one-time-use only password. Your Logon ID will tell TRACS about your authorization to access various functions within the program. It will also tell TRACS the ALCs for which you are authorized to do business. The first time you log onto the IPAC System you will be required to change your password. IPAC is a secure system and has specific requirement for passwords.

Passwords

Passwords must contain:
1. A minimum of 8 characters
2. At least 2 alphabetic characters
3. At least 3 non-alphabetic (numeric and special) characters
4. At least 5 unique (different) characters
5. A maximum of 2 sequentially repeating characters
6. A maximum of 32 characters
7. Passwords are case sensitive (**A** and **a** are not the same character in passwords)

An example of a valid IPAC password is "test123$"

- Passwords are aged and expire automatically every 30 days.

- The user will receive warnings that the password is about to expire for the last 5 days of the password life.

- Passwords will be disabled after 3 unsuccessful attempts.

- The system will not let a user reuse any of the last 5 passwords

- The same password cannot be reused within 120 days.

"Must See" System Messages

IPAC and its component applications contain facilities for presenting messages to the entire system or to specified ALCs. The "Must See" messages are transmitted system-wide to all users of the IPAC System, and may contain general IPAC instructions, training announcements, new reporting requirements or other administrative information.

When you first log onto the IPAC System web site, if there is a current "Must See" message, you will be presented with a message screen similar to the one in Figure I.6 though the actual appearance of the message window will depend on the browser you use. Once you have read and noted the message, you may close that window.
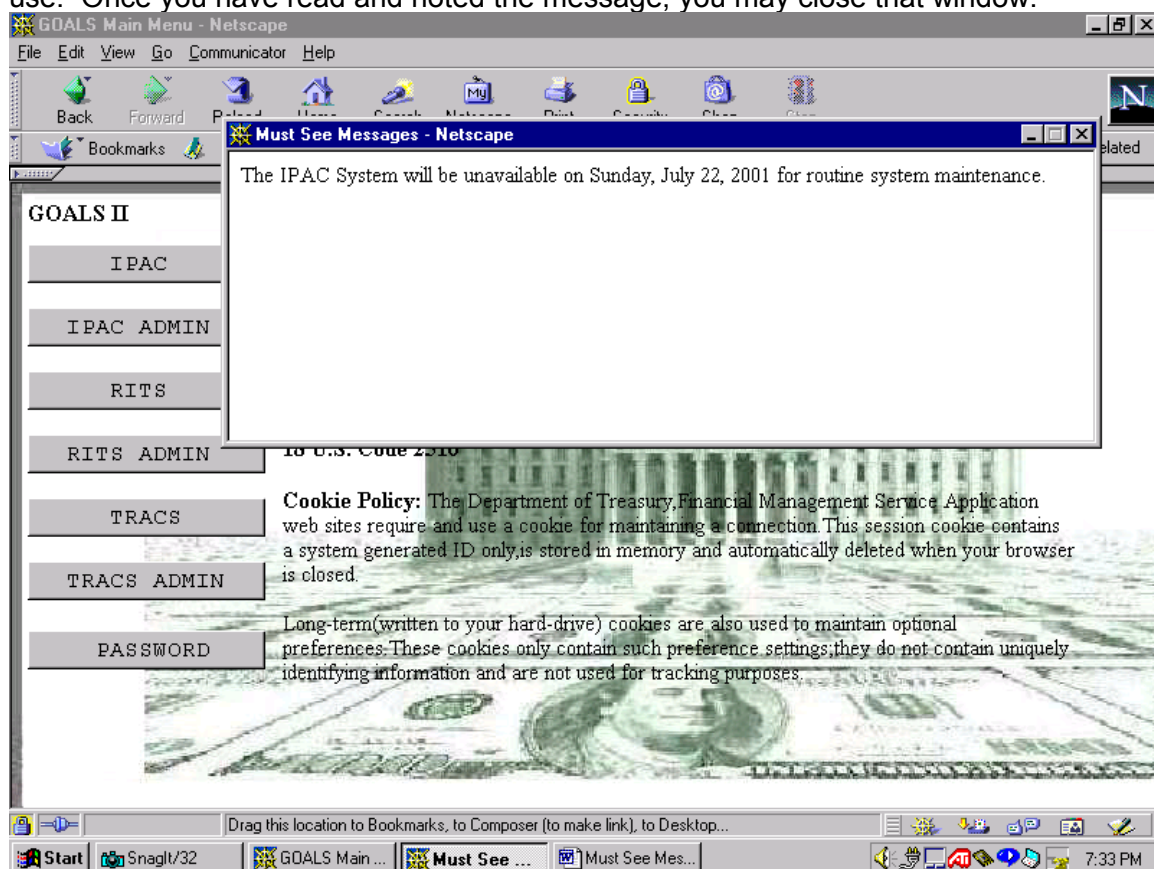

Figure I.13   Must See Messages

There is another messaging system for "Broadcast Messages". These messages are distributed to either groups of ALCs or an individual ALC. These messages are viewed through a button on the **TRACS Main Menu** and will be discussed later in this manual.

IPAC System Main Menu

Once you have completed the Logon Screen and closed any system messages that display, you will see the **IPAC System Main Menu** screen shown in Figure I.14.
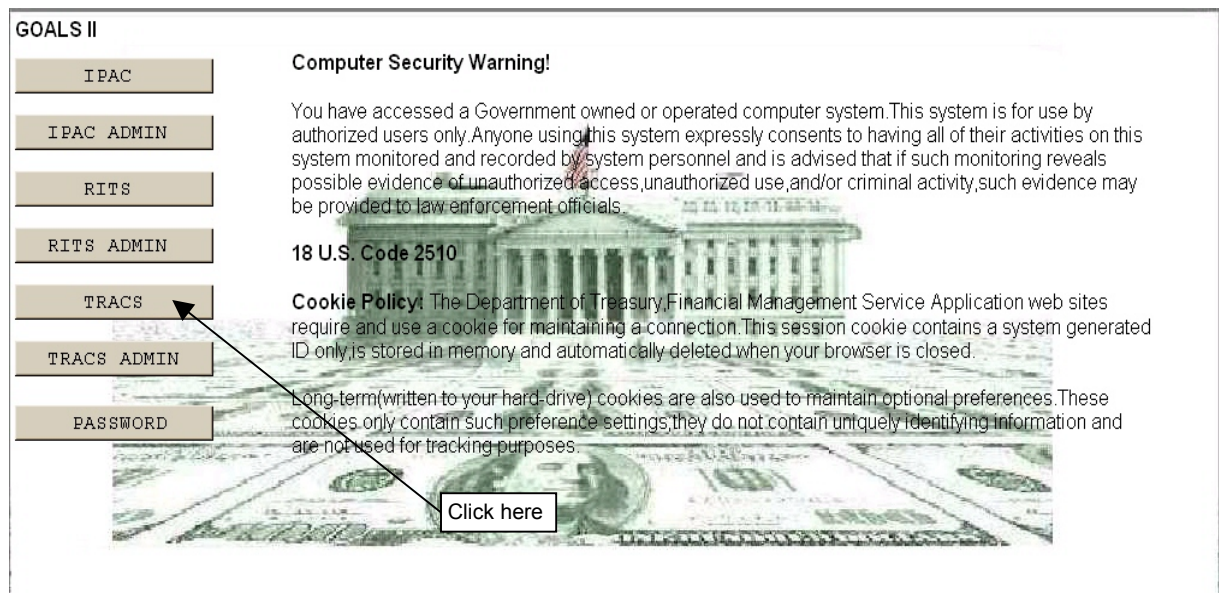

Figure I.14   IPAC System Main Menu Screen

Security Warning

This screen contains a Federal Government **Computer Security Warning**. The IPAC System is restricted to authorized users. Use of the system constitutes the granting of permission for the user's actions to be monitored and recorded. Any evidence of criminal activity uncovered through such monitoring will be provided to law enforcement officials.

Cookie Policy

The screen also displays the IPAC System cookie policy. To access the IPAC System programs, **cookies MUST be enabled.** *Appendix C* contains information regarding cookies and proper browser settings to accept cookies for both Netscape® Communicator 4.75 and Microsoft® Internet Explorer 5.

TRACS Main Menu

To enter the TRACS application from the **IPAC System Main Menu**, select the "**TRACS**" button. This will bring up the screen shown in Figure I.15, the **TRACS Main Menu**.

Figure I.15   TRACS Main Menu

The **TRACS Main Menu** is your primary interface with the TRACS application.

ALC

The data entry field on this screen is the **A**gency **L**ocation **C**ode (**ALC**). This is the ALC of your agency or of the agency for which you are doing business. Your Logon ID will determine the ALC(s) for which you are authorized to do business within IPAC.

If you are only authorized to act on behalf of **one ALC**, that ALC will display in the <u>ALC</u> data entry box.

If you are authorized to do business for **multiple ALCs**, those ALCs will display in a drop-down list box for the <u>ALC</u>.

If you are authorized to do business for **more than 25 ALCs**, the <u>ALC</u> field will display as a blank data entry box.

Option Buttons

Sections 1 through 5 of this manual discuss the functions accessed through the buttons on the **TRACS Main Menu** as follows:

1. **Report Retention Management**
2. **Retrieve Report/Data Files**
3. **Admin Processing Status**
4. **Reports**
5. **Display Messages**

Section 1 Report Retention Management

All reports generated by the TRACS application are automatically saved to a database. Reports that are no longer needed should be deleted to save storage space and to make it easier to find and retrieve new reports.

Accessing the Report Retention Management Function

To access the Report Retention Management function, log on to the IPAC system and choose the TRACS option from the **IPAC System Main Menu** as explained in the *Introduction* to this manual. The Main Menu for the TRACS application is shown in Figure 1.1.

Figure 1.1   TRACS Main Menu

ALC

The first field on this screen is the **ALC** (Agency Location Code). This is the ALC of your agency or of the agency for which you are doing business. Your **Login ID** will determine the ALC(s) for whom you are authorized to do business within TRACS.

If you are only authorized to act on behalf of **one ALC**, that ALC will display in the ALC data entry box as shown above.

If you are authorized to act for **multiple ALCs**, those ALCs will display in a drop-down menu box for the ALC field.

If you are authorized to act for **more than 25 ALCs**, the ALC field will display as a blank data entry box.

The ALC field is mandatory and you must accept the ALC shown as a default, choose an ALC from the drop-down menu or enter an ALC in this field.

Click the "Report Retention Management" button as shown in Figure 1.1. This will display the **TRACS - Report Retention Management ALC Entry** screen shown in Figure 1.2.
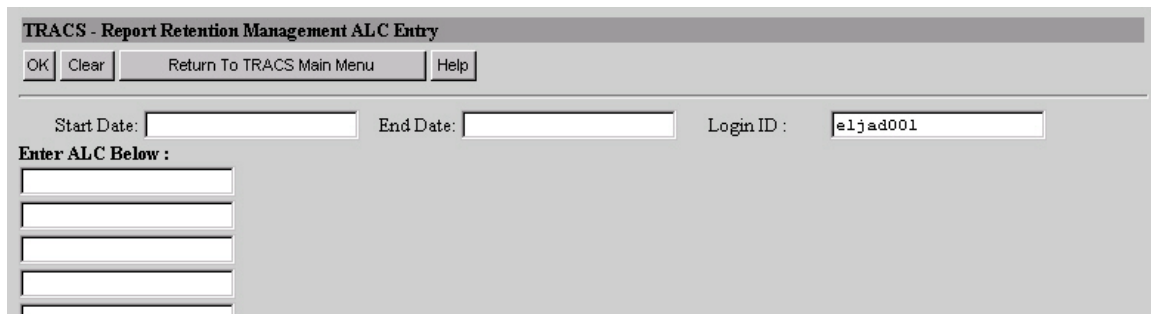
Report Retention Management ALC Entry

Figure 1.2   TRACS - Report Retention Management ALC Entry

ALC Entry Data Entry Fields

Start Date
> The date to begin the report request.

End Date
> The date to end the report request.

> These dates are the dates on which the requested reports were generated, not the dates covered by the reports.

Login ID
> The Login ID of the person who generated the reports you want to retrieve will automatically be populated in this field.

Enter ALC Below:

If you entered an ALC on the **TRACS Main Menu**, it will display in the first data entry box. There are additional data entry boxes to allow you to enter up to a total of 25 ALCs whose outstanding reports you would like to review for retention or deletion. (All of the data entry boxes may not be visible at one time through your browser, but they may be accessed using the scroll bar to the right of your screen, or by hitting the tab key after entering an ALC in the last visible box.)

ALC Entry Function Buttons

"OK"

Displays a list of the reports you created which are currently stored for the ALC(s) you entered.

"Clear"

Resets all data entry fields to their values the last time the screen was displayed.

"Return to TRACS Main Menu"

Discards any changes you have made to a report deletion status since the last time the database was accessed. Returns you to **TRACS Main Menu** screen.

Flagging Reports for Deletion

Click the "OK" button on the **TRACS - Report Retention Management ALC Entry** screen to bring up a list of the reports which you created for the ALC(s) entered. If there are no stored reports for the entered ALC(s) which were generated between the Start and End Dates you entered, you will receive a message to that effect as shown in Figure 1.3.

Figure 1.3   No Reports Meeting the Criteria

Close this Error Message window and you will return to the **TRACS - Report Retention Management ALC Entry** screen where you can enter new report starting and ending dates, and/or new ALC(s). At this point, the "Clear" button will not erase any of the data entry fields on the screen. You can highlight the data in any of the fields and use the Delete key to delete your entry, or you can highlight the data in the fields and type over it to change it.

If reports exist within the parameters requested, the **Report Retention Management** screen will display as shown in Figure 1.4.

Figure 1.4   TRACS Report Retention Management

You will not actually delete a report from TRACS. Reports are deleted during a maintenance process that is normally run nightly while the database is not accessible to users. Through this function, you will flag reports for deletion by the maintenance process. Until this process has been run, you can change the deletion flag (from YES for deletion to NO for no deletion, or vice versa).

Report Retention Management Data Fields

Delete
This field contains a drop-down menu box with YES/NO choices. If a report is not currently flagged for deletion, this field will default to NO. If you change this to field to YES, the report will be deleted in the next database maintenance cycle, usually overnight. You may also change this choice from YES to NO to keep a report from being deleting during the next maintenance cycle. This is the only field on this screen that you can alter.

ALC
The ALC of the agency which generated the report, or on whose behalf the report was generated. A report which contains data for more than one ALC will have a zero in the ALC column.

Data File Type
The type of data currently stored in the system. **R** = Report.

Description
The report description entered into the Report File Description field on the Report Request screen at the time the report was generated.

Date
The date the report was generated.

Report Retention Management Function Buttons

"Delete"
Submits the changes to the report deletion status.

"Clear"
Resets all data entry fields to their values the last time the screen was displayed.
.
"Cancel"
Discards any changes you have made to a report deletion status since the last time the database was accessed. Returns you to the **Report Retention Management ALC Entry** screen.

"Select All"
> All of the YES/NO deletion flags on the screen will be changed to YES. After you have clicked this button, the Clear button will **not** return these flags to their previous state but you can still manually change the individual flags back to NO.

"Return to TRACS Main Menu"
> Discards any changes you have made to a report deletion status since the last time the database was accessed. Returns you to **TRACS Main Menu** screen.

"Help"
> Displays the system help for this screen

Figure 1.5   Flagged for Deletion

In Figure 1.5, the first report listed on the screen has been flagged for deletion. This flag can be changed at any time until the reports are actually deleted by the TRACS maintenance cycle. After you have marked the reports for deletion (changed deletion field to YES), click "Delete". The confirmation screen shown in Figure 1.6 will display.

Figure 1.6   Purge Report Data Files Confirmation

Confirmation Screen

If you click "No", none of the changes you entered on the most recent **TRACS - Report Retention Management** screen will be submitted. You will be returned to the **TRACS - Report Retention Management** screen (Figure 1.2).

Confirmation Requested

If you click "Yes", the changes to report deletion status you entered on the **TRACS - Report Retention Management screen** will be submitted to the TRACS database and those reports marked for deletion will be removed during the next regular database maintenance cycle (usually overnight). You will see the confirmation screen shown in Figure 1.7.

Confirmation Given
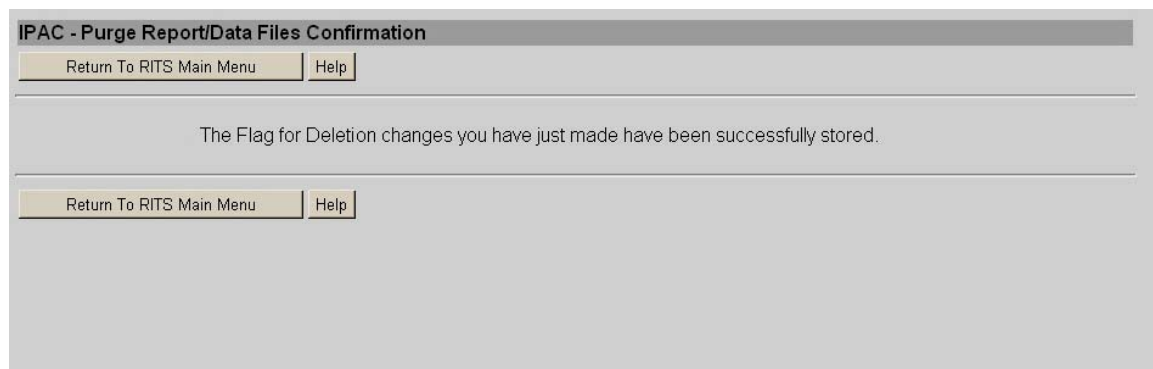
Figure 1.7   Purge Report/Data Files Completion Confirmation

From this screen you can choose to display the system help for this screen (**"Help"**) or return to the **TRACS Main Menu** (**"TRACS Main Menu"**).

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Section 2 Retrieve Report/Data Files

> The functionality of this button is not available in the first release of TRACS.

In a future version of TRACS, you will be able to recall reports and data files generated by TRACS for viewing or printing through this function. For report deletions, use the Report Retention Management function discussed in *Section 1* of this Manual.

Accessing the Retrieve Report/Data Files Function

To access the Retrieve Report/Data Files function, log on to the IPAC system and choose the TRACS option from the **IPAC System Main Menu** as explained in the *Introduction* to this manual. The Main Menu for the TRACS application is shown in Figure 2.1.

Figure 2.1   TRACS Main Menu

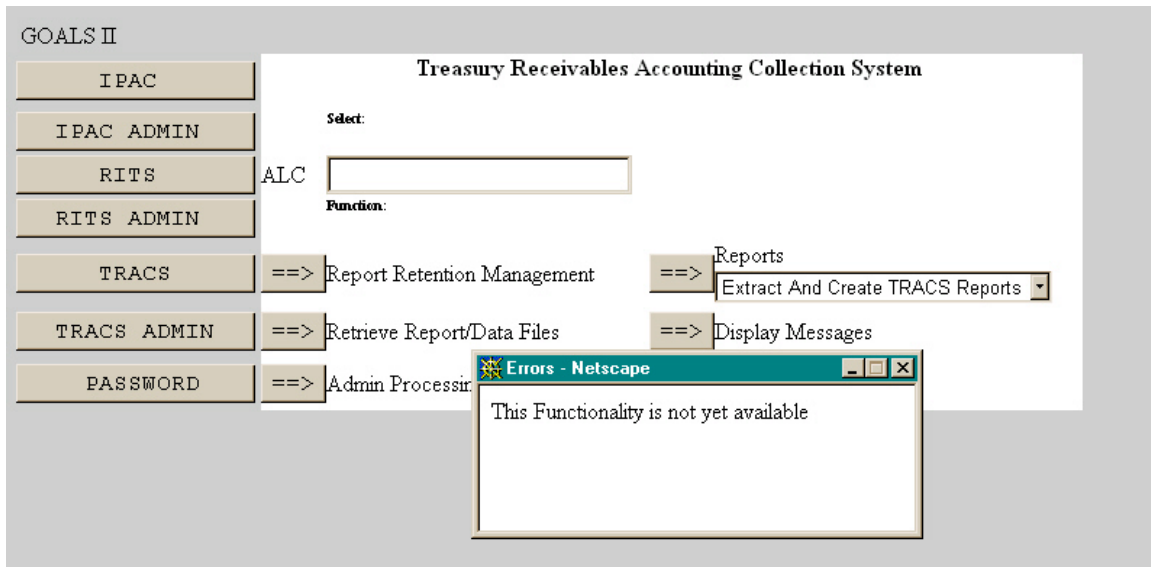Until this function is fully implemented, you will see the error message shown in Figure 2.2.

Figure 2.2   Functionality is not yet available.

Section 3 Admin Processing Status

This function displays information about transactions that have been processed through the TRACS application.

Accessing the Admin Processing Status Function

To access the Admin Processing Status function, log on to the IPAC system and choose the TRACS option from the **IPAC System Main Menu** as explained in the *Introduction* to this manual. The Main Menu for the TRACS application is shown in Figure 3.1.

Figure 3.1   TRACS Main Menu

To display information about transactions that have been processed by the TRACS application, select the Admin Processing Status Button from the **TRACS Main Menu**. This will display the **Admin Processing Status Inquiry** screen (shown in Figure 3.2) which will allow you to enter the ALC for which you are making the inquiry and a Start Date and Time and End Date and Time to limit the Administrative Processing Information retrieved into the report.

Figure 3.2   Admin Processing Status Inquiry

Admin Processing Status Inquiry Data Entry Fields

ALC
The ALC for which Admin Processing Status Information will be displayed.

Start Date
The date, to be entered in YYYY-MM-DD format, that the search of Admin Processing Status is to begin.

End Date
The date, to be entered in YYYY-MM-DD format, that the search of Admin Processing Status is to end.

Start Time
The time, to be entered in military format, that the search of Admin Processing Status is to begin. Please reference the *Introduction* section of this manual for an explanation of military time format and *Appendix D* for a military time conversion chart.

End Time
The time, to be entered in military format, that the search of Admin Processing Status is to end. Please reference the *Introduction* section of this manual for an explanation of military time format and *Appendix D* for a military time conversion chart.

Admin Processing Status Inquiry Buttons

"Submit"
Submits the request for Admin Processing Status Information.

"Clear"
> Resets the data entry fields to their values the last time the screen was displayed. No data is submitted to the TRACS database.

"Return To TRACS Main Menu"
> Returns you to the **TRACS Main Menu**.

"Help"
> Displays system help for the screen.

After selecting the "Submit" button, the **Admin Processing Status Inquiry Results** screen will display as shown in Figure 3.3.

Admin Processing Status Inquiry Results

[Return To TRACS Main Menu] [Print] [Help]

Trans Date	Trans Time	Message	Logon Id	App Code
2001-07-04	12:06:59	TRACS Detail File Queued for Hold - No Summary File Matched - Number of match attempts: (1)	e1nca001	TRACS
2001-07-04	12:10:59	TRACS Detail File Queued for Hold - No Summary File Matched - Number of match attempts: (2)	e1nca001	TRACS
2001-07-04	12:14:59	TRACS Detail File Queued for Hold - No Summary File Matched - Number of match attempts: (3)	e1nca001	TRACS
2001-07-04	12:18:59	TRACS Detail File Process Aborted - No Summary File Matched after maimun number of match attempts (PLEASE CONTACT FRB CBAF STAFF)	e1nca001	TRACS
2001-07-04	12:25:10	TRACS Summary File Process Complete - Objid: 2 - Batch id: 2001-07-04 12:25:09.583 (File: D:\IPAC_APPLICATION_FILES\Incoming\20180009_F63_20010704_1220.txt)	e1nca001	TRACS
2001-07-04	12:30:59	TRACS Detail File Queued for Processing - Summary File Matched - ObjId: 2 (File: D:\IPAC_APPLICATION_FILES\Incoming\20180009_F56_20010704_1202.txt)	e1nca001	TRACS
2001-07-04	12:33:06	TRACS Detail (ObjId: 2 Batch: 2001-07-04 12:25:09.580) File Process Completed 20010704123306	e1nca001	TRACS
2001-07-04	13:25:00	TRACS Confirmation Processing Complete - Confirmation File Queued - ObjId: 2 (File: 20180009__F2_20010704122509.txt)	e1nca001	TRACS

[Return To TRACS Main Menu] [Print] [Help]

Figure 3.3   Admin Processing Status Inquiry Results

Admin Processing Status Inquiry Results Data Fields

Trans Date
The date the file or transaction was processed.

Trans Time
The time the file or transaction was processed.

Message
Displays a description of the file or transaction.

Logon ID
Displays the Logon ID of the person who submitted the file or transaction.

App Code
The name of the application in which the transaction occurred.

Admin Processing Status Inquiry Results Buttons

"Return To TRACS Main Menu"
Returns you to the **TRACS Main Menu**.

"Print"
Moves you to the TRACS print function where you can view or print the report.
The Print function is described in detail in the *Introduction* of the manual.

"Help"
Displays system help for the screen.

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3.6

Section 4 Reports

Report generation and printing in TRACS is centralized in this function.

Accessing the Reports Function

To access the Reports function, log on to the IPAC System and choose the "TRACS" option from the **IPAC System Main Menu** as explained in the *Introduction*. The **TRACS Main Menu,** shown in Figure 4.1, will display.

Figure 4.1   TRACS Main Menu

The Reports function has a drop-down menu that allows you to select a report before entering the function. You can display this menu by clicking on the down arrow to the right of the default report name as shown in Figure 4.1.

All of the TRACS reports will be discussed in this section, but the reports that appear on your menu will vary according to the authorization associated with your Logon ID. Figure 4.2 shows the **TRACS Main Menu** with the Reports Menu displayed.
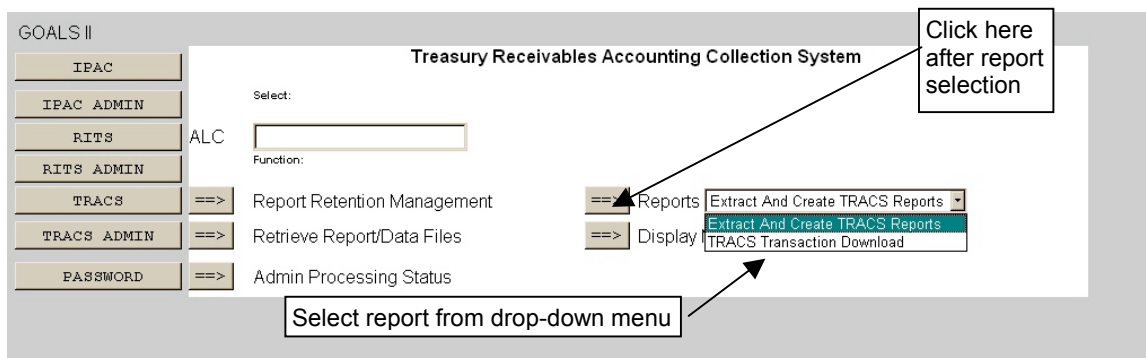
Figure 4.2   TRACS Main Menu with Reports Menu

ALC

The data entry field on this screen is the **A**gency **L**ocation **C**ode (**ALC**). This is the ALC of your agency or of the agency for which you are doing business. Your Logon ID will determine the ALC(s) for which you are authorized to do business within TRACS.

If you are only authorized to act on behalf of **one ALC**, that ALC will display in the ALC data entry box.

If you are authorized to do business for **multiple ALCs**, those ALCs will display in a drop-down list box for the ALC.

If you are authorized to do business for **more than 25 ALCs**, the ALC field will display as a blank data entry box.

Completion of the ALC field is not required on the **TRACS Main Menu** to access the Reports function.

Report Selection

Highlight and select the report you want to generate from the drop-down menu. This report will then show in the selection window next to the "Reports" button. Click "Reports" as shown in Figure 4.2.

Extract and Create TRACS Reports

This report allows you to view all TRACS transactions, within specified dates, by ALCs, with either a Summary of the Transactions or a Summary with Detail included. When you highlight the **Extract and Create TRACS Reports** option on the Reports menu, and select the "Reports" button, the **Report Request** screen, for this report titled "**Extract and Create TRACS Reports:**" shown in Figure 4.3 will display.

Figure 4.3   Extract and Create TRACS Reports

Report Options

There are two types of reports which may be requested from this screen, a **Summary Only** report and a **Summary with Detail** report.

Summary
This report shows the ALC, bill number, transaction type and accomplished date of the IPAC transaction. This report provides a list of all the Z bills.

Summary with Detail
This report shows a list of the Z bills and all of the supporting information for the transaction.

Extract and Create TRACS Reports data entry fields:

Report File Description
This field is used to name and/or describe the report. It will be this name or description that displays in the system when you later retrieve the report for viewing, printing or discarding. The description that you assign to the report should be as meaningful as possible to help with later report identification. This description does not print on the report itself. This field is not required, but its use is strongly recommended.

Footer Comments
The contents of this field are printed on the bottom of each page of your document or report. Figure 4.8 shows a sample report with the location of the Footer Comments marked. This field is not required and may be left blank.

ALC
If you entered an ALC in the ALC field on the **TRACS Main Menu**, that ALC will appear in the first data entry box below the **Enter ALC(s) Here:** label. You can enter up to 25 ALCs for whom you are authorized to do business in the data entry boxes. At least one ALC must be entered.

Start Date

End Date

Enter the dates for which you want to retrieve the TRACS transactions. Both of these fields are required. Dates must be entered in YYYY-MM-DD format. Transactions before the Start Date or after the End Date will not be included in the report. These fields are required.

Transaction Types

Summary Only
This report does not reference individual transactions. You do not need to specify Transaction Types when requesting this type of report and Transaction Types specified will have no affect on the report generated.

Summary With Detail
This report shows individual transactions. You must specify at least one Transaction Type for this report request. The available options include the four types of transactions handled by the TRACS application**:**

> **Payment Over Cancellation**
>
> **Reclamation Credits**
>
> **Unavailable Check Cancellation**
>
> **Limited Payability Cancellations.**

These Transaction Types are discussed in the *Introduction* and defined in the *Glossary*. Any or all of these transaction types may be selected by clicking to mark the Yes option button next to the listed Transaction Type. To request the **Summary with Detail** report, at least one Transaction Type must be marked as Yes.

Extract and Create TRACS Reports function buttons:

"Summary Only"
Accepts the information on the screen as the Report Description, Report Footer, Start and End Dates and ALC criteria, generates the Summary Only report data and displays the **Report Statistics** screen shown in Figure 4.7.

"Summary With Detail"
Accepts the information on the screen as the Report Description, Report Footer, Start and End Dates, ALC and Transaction Type criteria, generates the Summary with Detail report data and displays the **Report Statistics** screen shown in Figure 4.7.

"Clear"
Returns the data entry fields to their state the last time the screen was displayed.

"Return to TRACS Main Menu"
>   Discards any entries you have made in the fields on this screen and returns you
>   directly to the TRACS Main Menu.

"Help"
>   Displays the system help for this screen.

Report Statistics

Figure 4.7 illustrates the **Report Statistics** screen used to view or print reports.
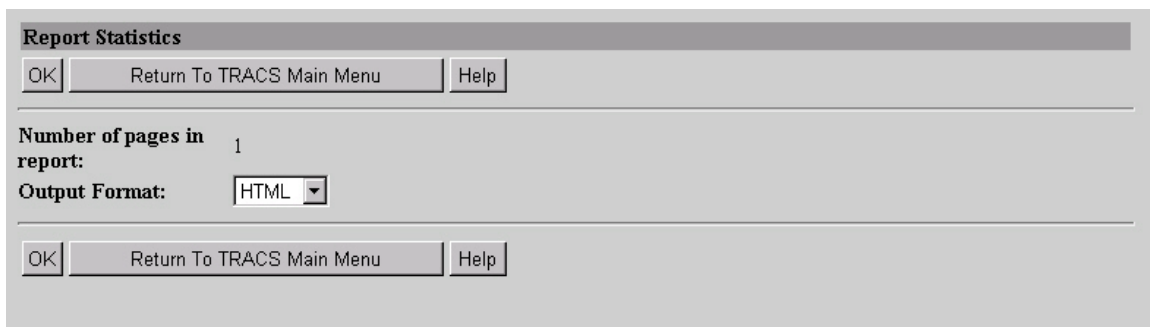
Figure 4.7   Report Statistics

This screen tells you the number of pages the report or document will have and provides
you with a drop-down menu of output formats.

Output Formats

The Output Format choices on the Report Statistics screen are HTML and PDF.

HTML (Hyper **T**ext **M**arkup **L**anguage**)**
>   This is the document format used on the World Wide Web and is the default
>   choice. Choose this option to view the report immediately. The report is
>   generated in HTML format and displays in the Report Viewer. The TRACS
>   Report Viewer is discussed in the *Introduction*.

PDF (Portable **D**ocument **F**ormat**)**
>   A file format, read with an Adobe Acrobat® reader, for saving the report to a file
>   or for viewing or printing the report. The Adobe Acrobat reader is discussed in
>   the introduction to this manual.

Function Buttons

The function buttons on the **Report Request** screen are:

"OK"
Accepts the Output Format selected and generates the report..

"Return to TRACS Main Menu"
Discards any entries you have made in the fields on this screen and returns you directly to the TRACS Main Menu.

"Help"
Displays the system help for this screen.

Summary Only Report

To request the **Summary Only** report, complete the required fields, ignoring the Transaction Types required, and select the "Summary Only" function button.

The **Report Statistics** screen, shown in Figure 4.7, will display. From that screen, select the output format you want, then select "OK."

A sample of this report is shown in Figure 4.8.

IPAC BILLS

ALC	Bill Number	Transaction Type	Accomplished Date
11440001	Z6142013	Payment Over Cancellation	2001/07/23

Figure 4.8   Extract and Create TRACS Report--Summary Only Report

Summary With Detail Report

To request the **Summary With Detail** report, complete the required fields, including the Transaction Types, and select the "Summary With Detail" function button.

The **Report Statistics** screen, shown in Figure 4.7, will display. From that screen, select the output format you want, then select "OK."

A sample of this report is shown in Figure 4.9.

SUMMARY WITH DETAIL

Originating ALC	Customer ALC	Document Refeerence Number	Summary Amount
20090700	12400001	Z6145487	($183.42)

Accomplished Date	Accounting Date	Number of Detail(s)	Originator DO Symbol
7/17/01	7/31/01	1	HQOAB

ALC Contact

Barbara Gray

Contact Phone

202-874-7738

Contact Email

barbara.gray@fms.treas.gov

Bill Number: Z6145487

Transaction Type: Unavailable Check Cancellation

Transaction Date: 7/17/01

Check Symbol	Check Serial Number	Check Date	Payment Type	Account Symbol	DIS/CTR/C	SRC	SC	Dollar Amount
3151	01114602	5/31/01	P	1BA0910000000	S	A	32	($183.42)

Payee Id: 543376421

Payee Name: KATHY C LE

Agency Reference: PAYE01153

Previous Document Type: C   Number: 133641   Date   1/6/27

Figure 4.9   Summary with Detail Report

TRACS Transaction Download

This menu option exports transaction data from TRACS in a standardized format. It produces a **C**omma **S**eparated **V**alue (CSV) or **T**ab **S**eparated **V**alue (TSV) file that can be imported by other software for further data analysis or processing. CSV and TSV files are further defined in the *Glossary*. Selecting this report option will not provide the capability to produce HTML or PDF files for direct viewing or printing.

When you highlight the **TRACS Transaction Download** report and select the "Reports" button, the **Report Request** screen shown in Figure 4.9 will display.

Figure 4.9   TRACS Transaction Download Report Request

TRACS Transaction Download data entry fields

Report File Description
This field is used to name and/or describe the report. It will be this name or description that displays in the system when you later retrieve the report for viewing, printing or discarding. The description that you assign to the report should be as meaningful as possible to help with later report identification..

ALC
If you entered an ALC on the **TRACS Main Menu**, it will display in the <u>ALC</u> data entry box. You may enter an ALC if none displays, or you may change the ALC already in the box. This field is required.

<u>Start Date</u>

<u>End Date</u>

Enter the dates for which you want to retrieve the TRACS transactions. Both of these fields are required. Dates must be entered in YYYY-MM-DD format. Transactions before the <u>Start Date</u> or after the <u>End Date</u> will not be included in the report. These fields are required.

TRACS Transaction Download function buttons:

"OK"
Accepts the information on the screen as the Report Description, Start and End Dates and ALC criteria, generates the Transaction Download report data and displays the **Report Statistics** screen shown in Figure 4.10.

"Clear"
Returns the data entry fields to their state the last time the screen was displayed.

"Return to TRACS Main Menu"
Discards any entries you have made in the fields on this screen and returns you directly to the TRACS Main Menu.

"Help"
Displays the system help for this screen.

Report Statistics

Figure 4.10 illustrates the **Report Statistics** screen used generate TRACS Transaction Download reports.
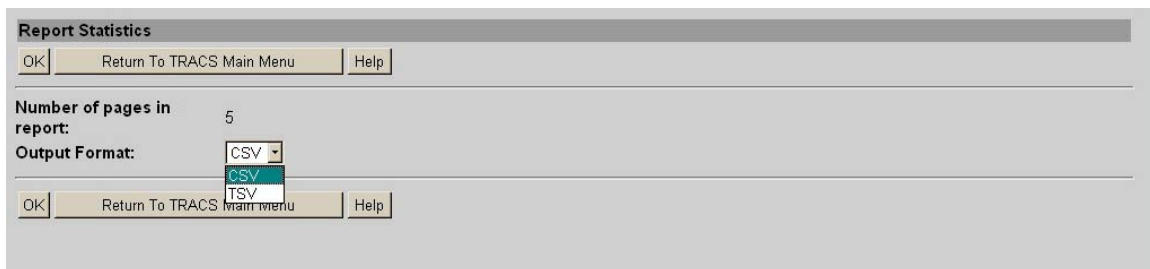
Figure 4.10   Report Statistics

This screen tells you the number of pages the report or document will have and provides you with a drop-down menu of output formats.

Output Formats

The <u>Output Format</u> choices on the Report Statistics screen are CSV and TSV.

CSV (Comma **S**eparated **V**alues**) (**comma delimited**)**
A file format that separates data fields with commas..

TSV (Tab Separated **V**alues**) (**tab delimited**)**
A file format that uses tab characters (ASCII 9) as separators between fields.

CSV and TSC formats are used to transfer report data from the TRACS system to another program for internal use or formatting.

Function Buttons

The function buttons on the **Report Request** screen are:

> **"OK"**
> Accepts the Output Format selected and generates the report..

> **"Return to TRACS Main Menu"**
> Discards any entries you have made in the fields on this screen and returns you directly to the TRACS Main Menu.

> **"Help"**
> Displays the system help for this screen.

Selecting "OK" from the **Report Request** screen will bring up the **Report Statistics** screen shown in Figure 4.10.

Figure 4.10   TRACS Transaction Download Report Statistics

This **Report Statistics** screen is different from most of the TRACS Report Statistics screens because the Output Format menu is different. Instead of the usual HTML or PDF output formats, you are able to select CSV or TSV file types.

Saving Data in CSV or TSV Format

Both CSV and TSV formats can be used to transfer the raw data from TRACS to another program, which will format the data for viewing, printing or internal use. These file types are intended for exporting data to other software rather than for direct viewing by the user.

CSV is a file format that separates data fields with commas. The character data is usually surrounded by quotes. **TSV** is a file format that uses tab characters as separators between fields. Unlike CSV files, the character data is not usually

surrounded by quotes. The format you choose will depend on the requirements of the program that will be importing the data.

When you choose one of these formats and select "OK", a dialogue box will appear on your screen notifying you that you have started to download a file of type application/csv_ipac (or application/tsv_ipac), similar to Figure 4.11. This box shows you that the browser you are using does not recognize the type of file that you are preparing to download to your computer. Since the browser will not be responsible for handling the file you are creating, and you will be importing the data into a different software package, you can simply click the "Save File" button.
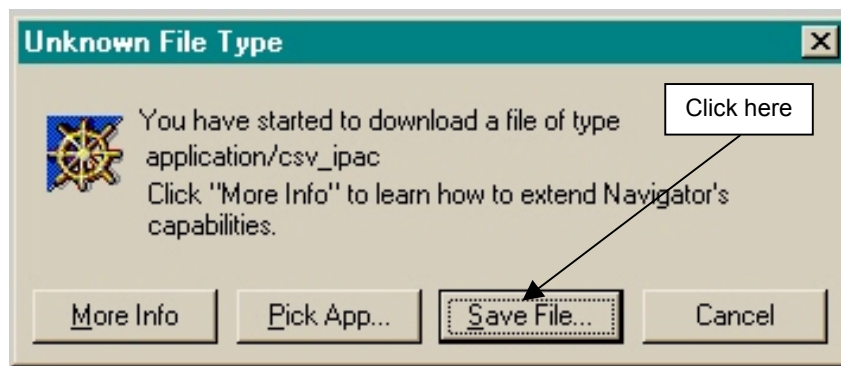
Figure 4.11   Unknown File Format

This will bring up a standard Windows "Save File…" Dialogue Box where you can name the output file, choose the location for the file and specify the type of file to save. The location and name you choose for the file will depend on your computer's configuration, your agency's procedures and the program that will be importing the data.

Since data saved in TSV or CSV format is not intended to be viewed or printed within the TRACS application, no sample of this report is included in this manual.

All TRACS generated reports are stored in the TRACS System database. Once the information from a report is no longer needed, the report can be deleted from the database through the "Report Retention Management" option on the **TRACS Main Menu** (see *Section 1*).

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Section 5 Display Messages

TRACS and its companion programs contain facilities for presenting messages to the entire system or to specified ALCs. The "Must See" messages are transmitted system wide to all users of the IPAC System, and may contain IPAC System general instructions, training announcements, new reporting requirements or other administrative information. When you first enter the IPAC System web site, if there is a current "Must See" message, you will be presented with a message screen as explained in the *Introduction* to this manual.

There is an additional messaging system for "Broadcast Messages". These messages are distributed to an individual ALC, or to a group of ALCs.

Broadcast Messages are entered by FMS. These messages are viewed through the **Display Messages** function on the **TRACS Main Menu**.

Accessing the Display Messages Function

To view **Broadcast Messages** intended for your ALC, log on to the IPAC System and choose the TRACS option from the **IPAC System Main Menu** as explained in the *Introduction* to this manual. The Main Menu for the TRACS system is shown in Figure 5.1.

Figure 5.1   TRACS Main Menu

ALC

The data entry field on this screen is the **ALC** field. Your Login ID, which you entered to start your session with the IPAC System, will be available to the TRACS program. Using that ID, TRACS will determine the ALC*(s)* for whom you are authorized to do business .

- If you are only authorized to act on behalf of **one ALC**, that ALC will appear in the **ALC** data entry box as shown above.

- If you are authorized to act for **multiple ALCs**, those ALCs will appear in a drop-down menu box for the **ALC**.

- If you are authorized to act for **more than 25 ALCs,** the **ALC** field will appear as a blank data entry box.

The ALC field is mandatory and you must accept the ALC shown as a default, choose a ALC from the drop-down menu or enter an ALC in this field.

TRACS – Broadcast Messages screen

After completing the ALC field, select the "Display Messages" button as shown in Figure 5.1. The **Broadcast Messages** screen, shown in Figure 5.2, will display.

Broadcast Messages

Return To TRACS Main Menu

IPAC Training will be held on August 3, 2001 from 9:00AM - 3:00PM at PGMCII Hyattsville, MD Room 246D.

Return To TRACS Main Menu
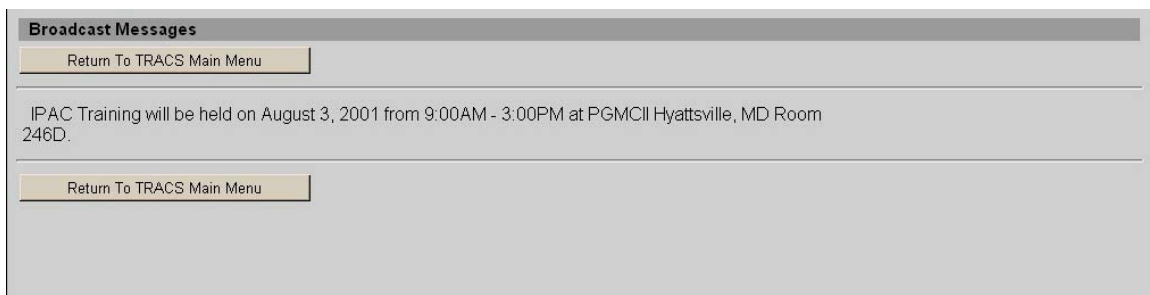
Figure 5.2   Broadcast Messages

You can print this message screen through your browser's print facility.

There is no provision for responding to either **Must See Messages** or **Broadcast Messages** through the TRACS application. Once you have seen and made note of the Broadcast Messages for your agency, click "Return to TRACS Main Menu."

Appendix A Table of Figures

Appendix B Configuring Netscape Navigator® to save PDF files

If your Netscape Browser does not give you the option to choose between saving a .PDF file to disk or opening the file, you will need to reconfigure this file type in Navigator. Select Edit from Netscape's Menu Bar.
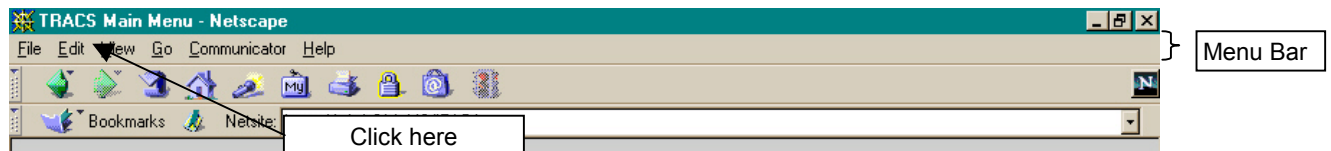
Figure B.1   Netscape Navigator® Menu Bar

A drop-down menu similar to that shown in Figure B.2 will display.
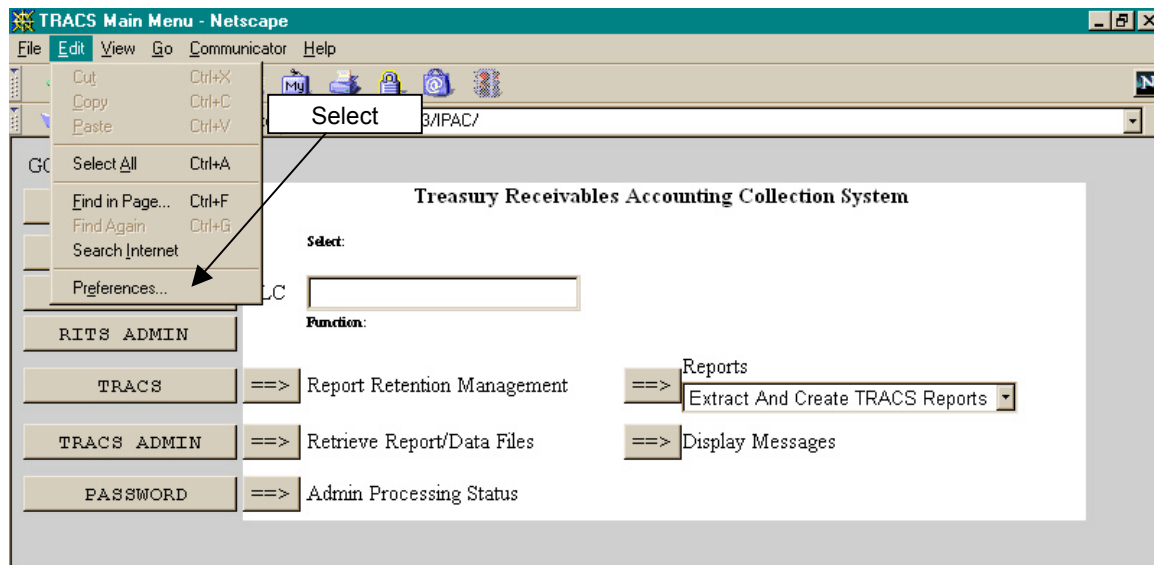
Figure B.2   Netscape Navigator® Edit Menu

The "Preferences" command on the Edit Menu displays a Preferences dialog box as shown in Figure B.3
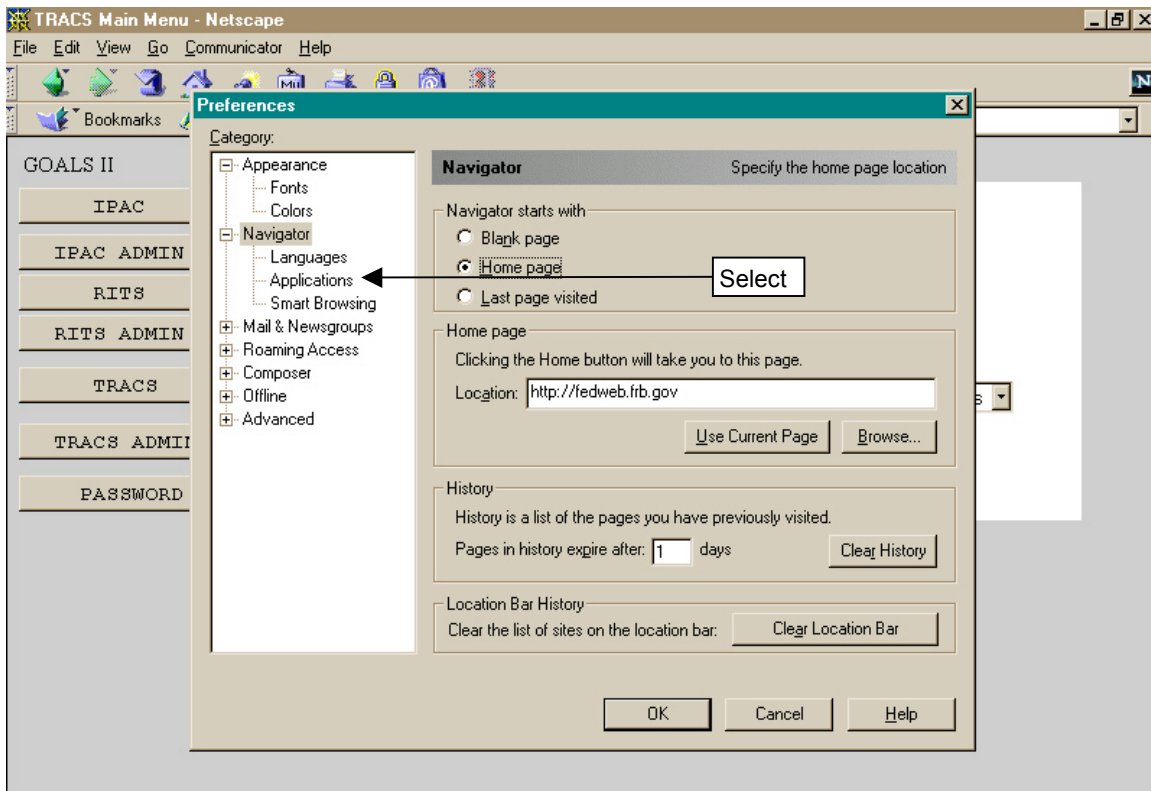
Figure B.3   Netscape Navigator® Preferences/Navigator Dialog Box

In the Category window, choose Navigator/Applications and a Description window will display as shown in Figure B.4
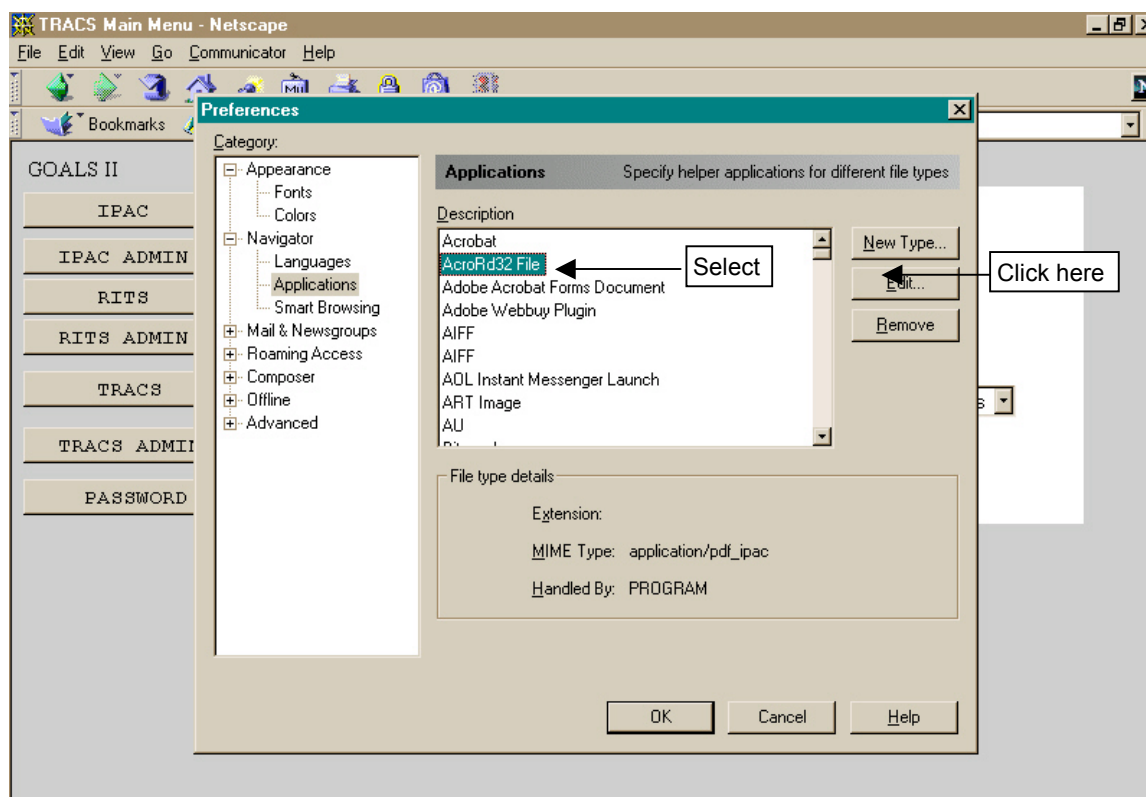
Figure B.4   Netscape Navigator® Preferences/Applications Dialog Box

In the Description select **Adobe Acrobat Forms Document** and click Edit. (If this option is not available, Adobe Acrobat Reader© is not installed on your system.)

The Edit Type dialog box will display. Leave all of the options as you find them with the exception of the "Ask me before opening downloaded files of this type" box. Click this box to insert a check mark.
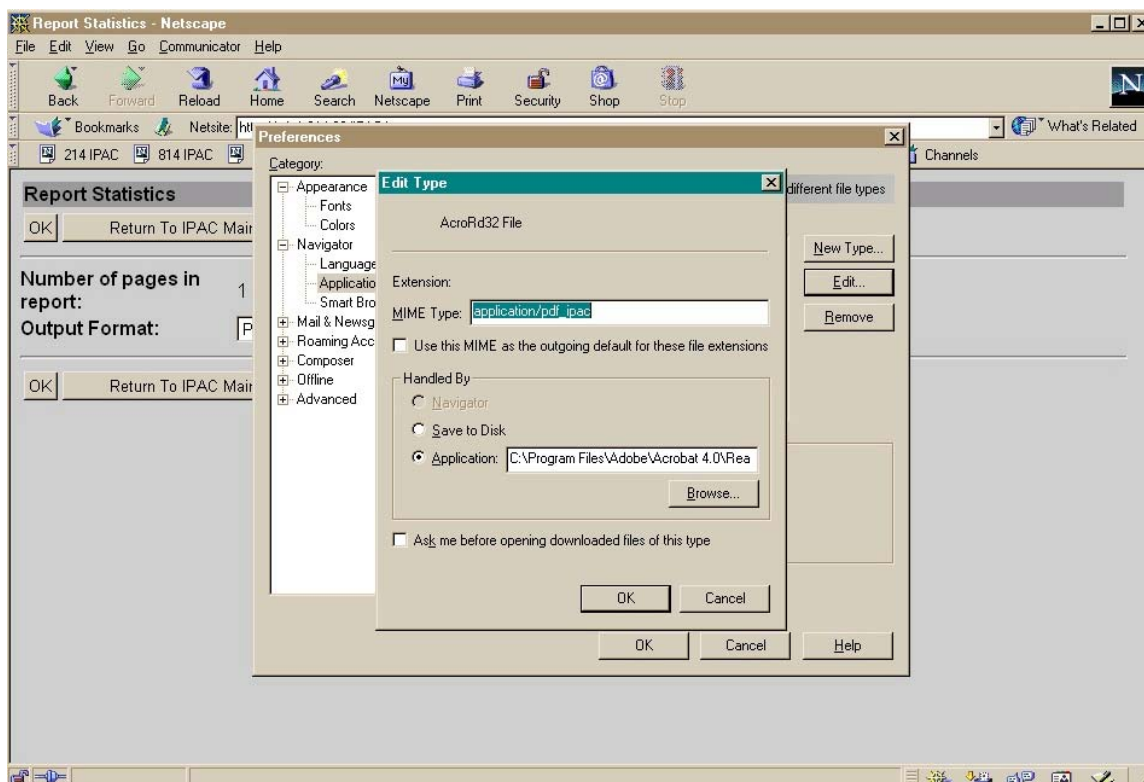
Figure B.5   Netscape Navigator® Edit Type Dialog Box

Click "OK" to save your change and close this dialog box, and "OK" again to close the Navigator/Applicator dialog box. This will return you to the main Netscape screen.
The next time you choose a PDF file as your output option from a **Report Statistics** screen, you should see the Security Warning dialog box referenced the in *Introduction* and shown in Figure B.6.
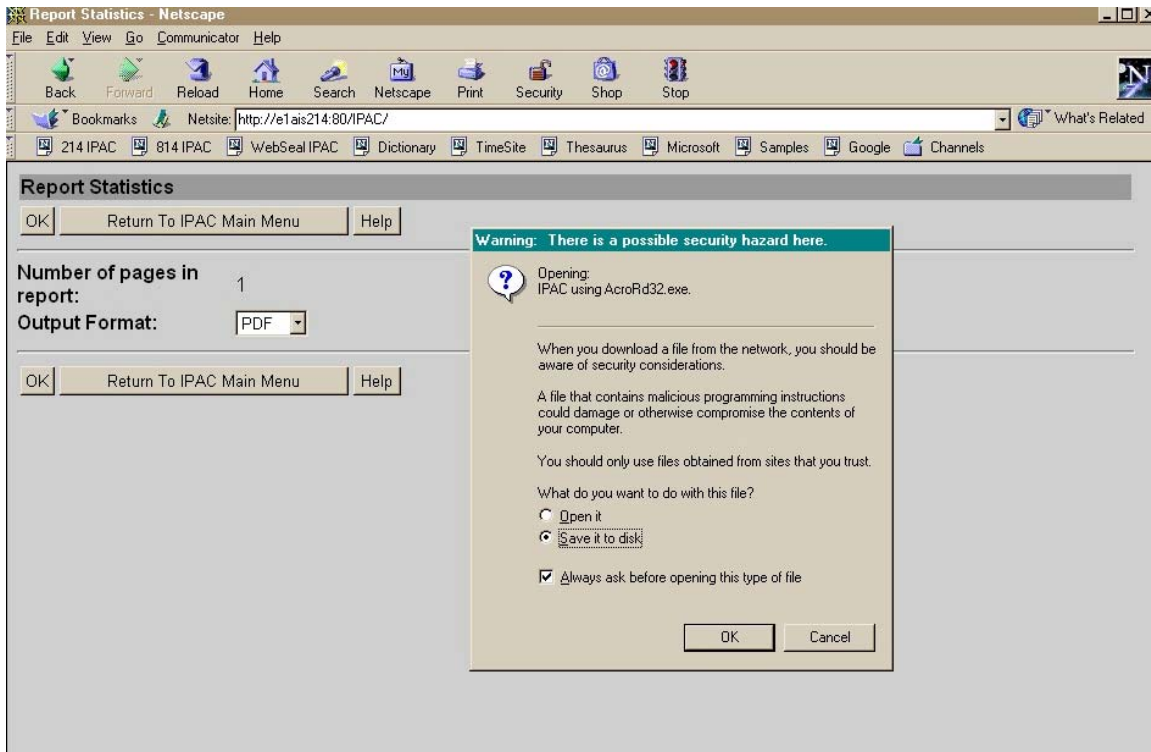
Figure B.6   Netscape Navigator® Security Warning Dialog Box

In Microsoft's Internet Explorer you cannot accidentally configure the MIME type for PDF files only to open without the option of being saved. The option "Always ask before opening this type of file" is dimmed and the check mark cannot be removed from the "File Download" dialog box for .pdf, .exe or .com files.
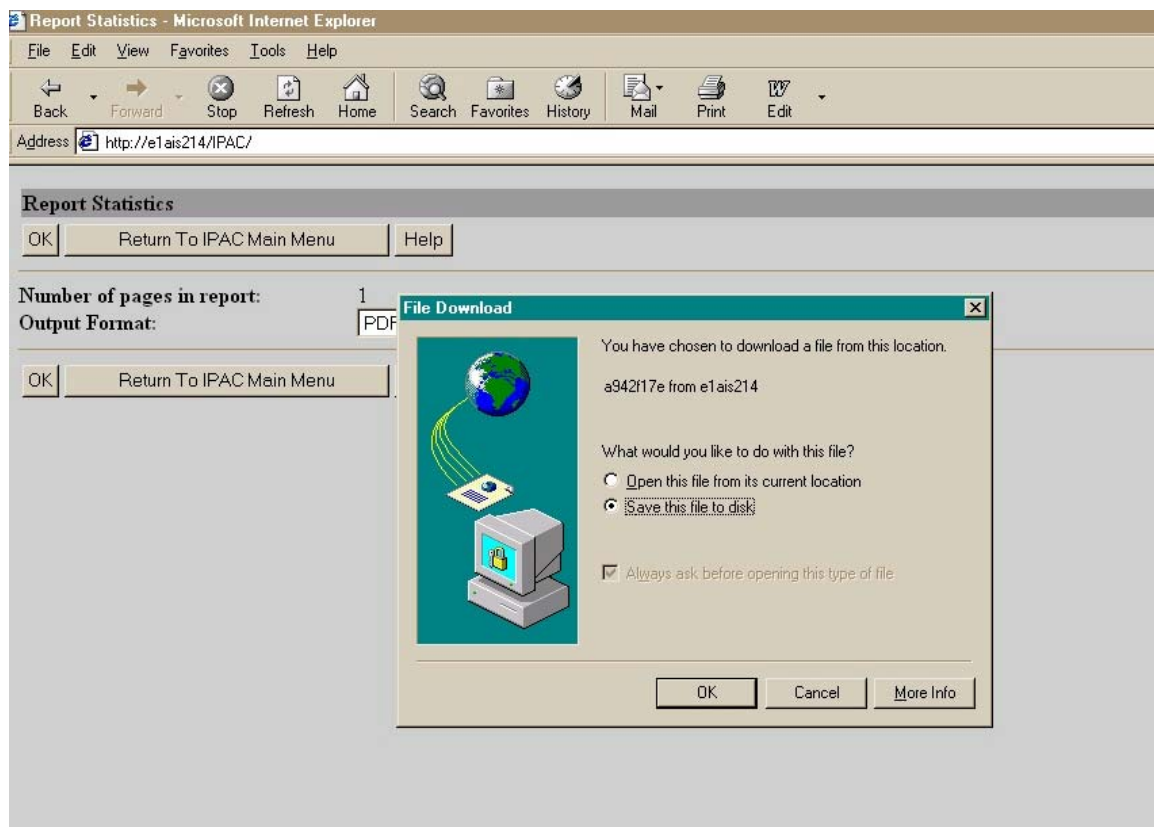
Figure B.7   Microsoft Internet Explorer® File Download Dialog Box

Appendix C Configuring Browsers to Accept Cookies

What are Cookies?

A cookie is a file sent to a web browser by a web server. It is used to store information about users and their preferences so the server does not have to repeatedly request the information. When the browser requests additional files, the cookie information is sent back to the server.

The name "cookies" comes from "magic cookies" which are tokens used in the UNIX operating system. (An alternate theory is that the name comes from the story of Hansel and Gretel, who marked their path through the woods by dropping crumbs along their trail.)

Session cookies reside in your computer's memory until you close your browser. Long term cookies are written to your hard drive. Cookies can store information that you enter during your browser session, but they cannot read information stored in your computer.

Cookies are simple text files and cannot execute programs on your computer. You can use a text editor to view cookie files. In Netscape® Communicator 4.75, the file is called **cookies.txt** and is located in the same folder as Netscape. Macintosh users can find it in the Netscape folder in the System/Preferences folder. Internet Explorer creates separate files for each cookie and stores them in folders named **Cookies** or **Temporary Internet Files**.

What are the IPAC System Cookie Requirements?

The IPAC System Cookie Policy, as stated on the **IPAC System Main Menu** is:

> **Cookie Policy:** The Department of Treasury, Financial Management Service Application web sites require and use a cookie for maintaining a connection. This session cookie contains a system generated ID only, is stored in memory and automatically deleted when your browser is closed.
>
> Long-term (written to your hard-drive) cookies are also used to maintain optional preferences. These cookies only contain such preference settings; they do not contain uniquely identifying information and are not used for tracking purposes.

To access the IPAC applications, **cookies MUST be enabled.** The default value for most browsers, including Microsoft® Internet Explorer 5 and Netscape® Communicator 4.75, is that cookies are enabled. If you receive a error message regarding cookies when trying to access the IPAC applications on the Internet, check your browser settings to be sure that cookies are enabled.

If you or your agency are uncomfortable with having cookies enabled in your browser, you may choose "Prompt" as your cookie setting in Microsoft Internet Explorer 5.0 (see Figure C.4) or "Warn me before accepting a cookie" in Netscape Communicator 4.75 (see Figure C.7). You must still accept any cookies sent by the IPAC applications, but the warning will remind you of your cookie setting when you are accessing other sites through your browser. (This warning can quickly become irritating, so use this setting only if required by policy.)

Controlling Cookies in Microsoft® Internet Explorer 5

To configure your cookie settings, open Internet Explorer and from the menu bar, select **Tools** > **Internet Options** as shown in Figure C.1
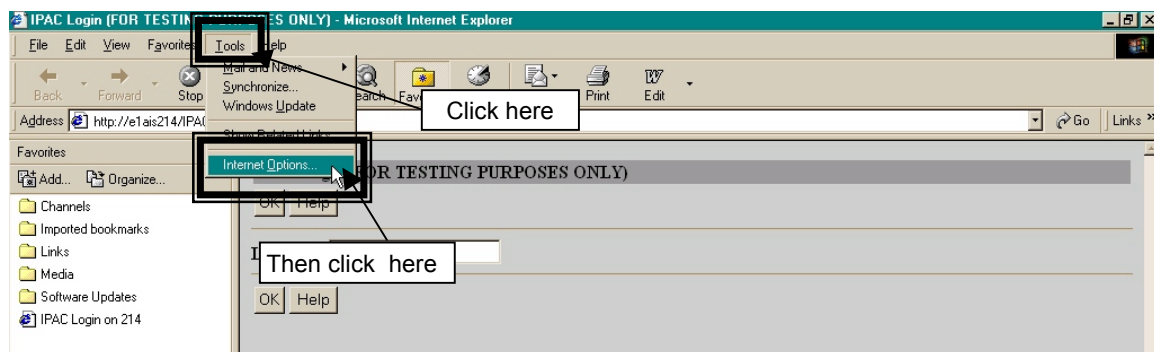
Figure C.1   IE5 Enabling Cookies--Step One

On the **Internet Options** window click the **Security** tab as shown in Figure C.2
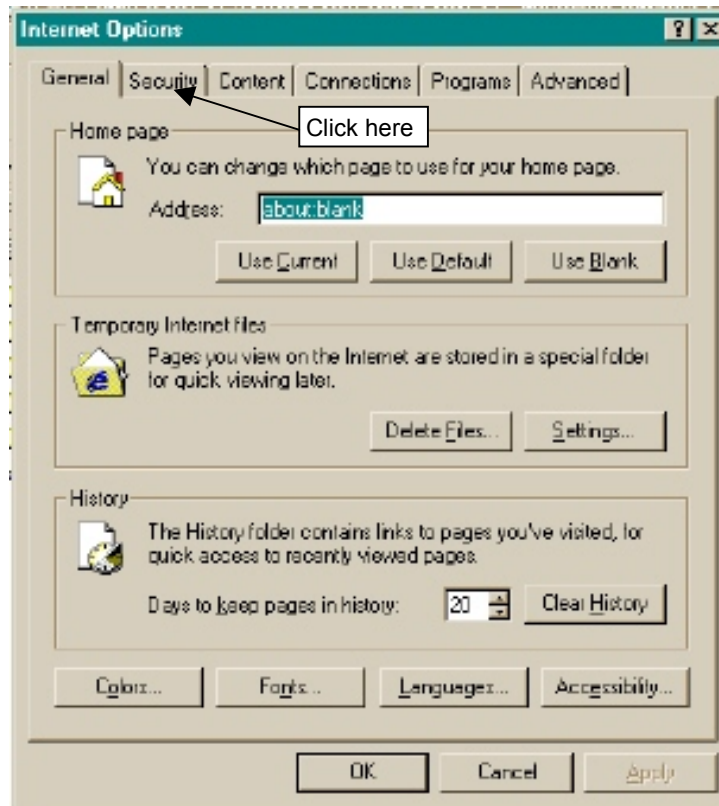
Figure C.2   IE5 Enabling Cookies--Step Two

On the **Internet Options Security** window click the **Custom Level** button. As shown in Figure C.3.
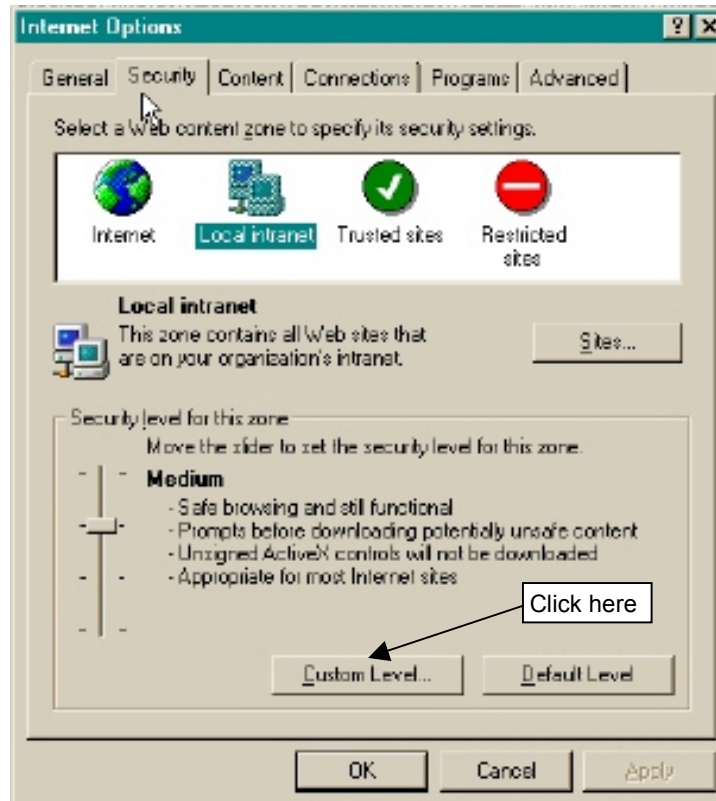
Figure C.3   IE5 Enabling Cookies--Step Three

In the **Settings window**:

1) Scroll down to the **Cookies** area.

2) In the "Allow cookies that are stored on your computer" section, choose "Enable," or "Prompt."

3) In the "Allow per-session cookies (not stored)" section, choose "Enable," or "Prompt. "

4) Click "OK" to close the **Security Settings** window.
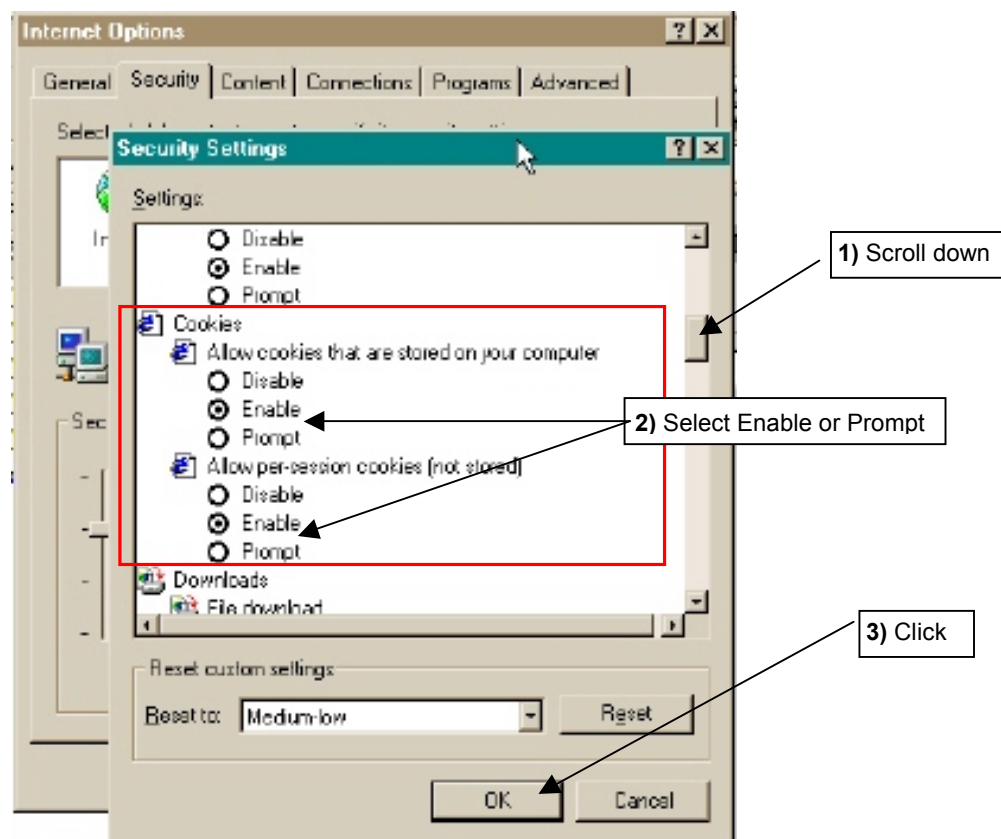
Figure C.4   IE5 Enabling Cookies--Step Four

Click "OK" to close the Internet Options window.

Controlling Cookies in Netscape® Communicator 4.75

To configure your cookie settings, open Netscape Communicator and from the menu bar, select **Edit** > **Preferences** as shown in Figure C.5
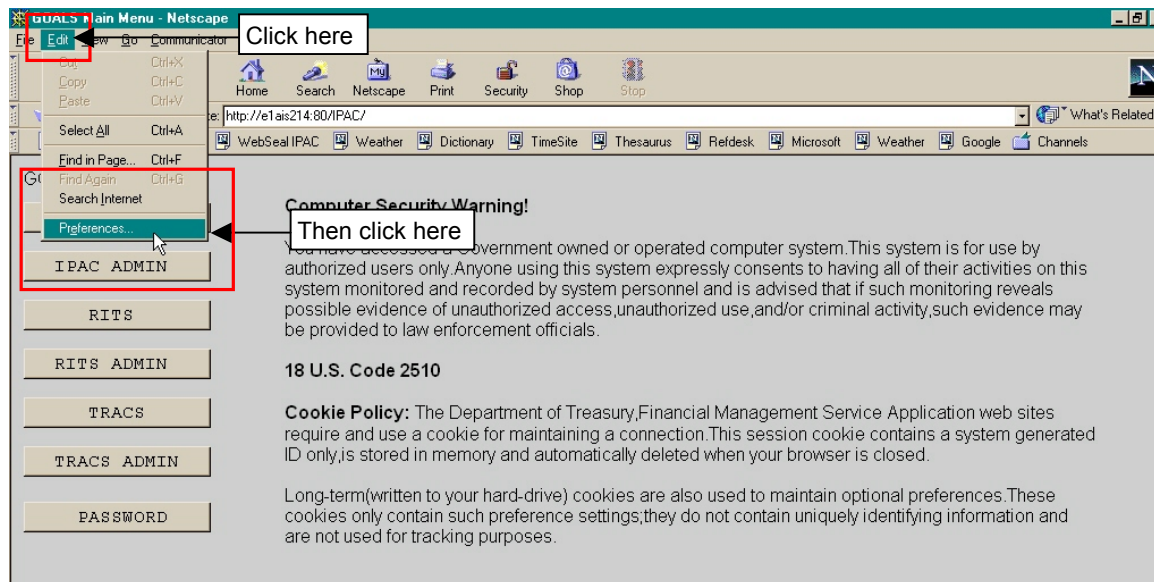
Figure C.5   Netscape Enabling Cookies--Step One

In the **Preferences** window, click the Advanced category as shown in Figure C.6.
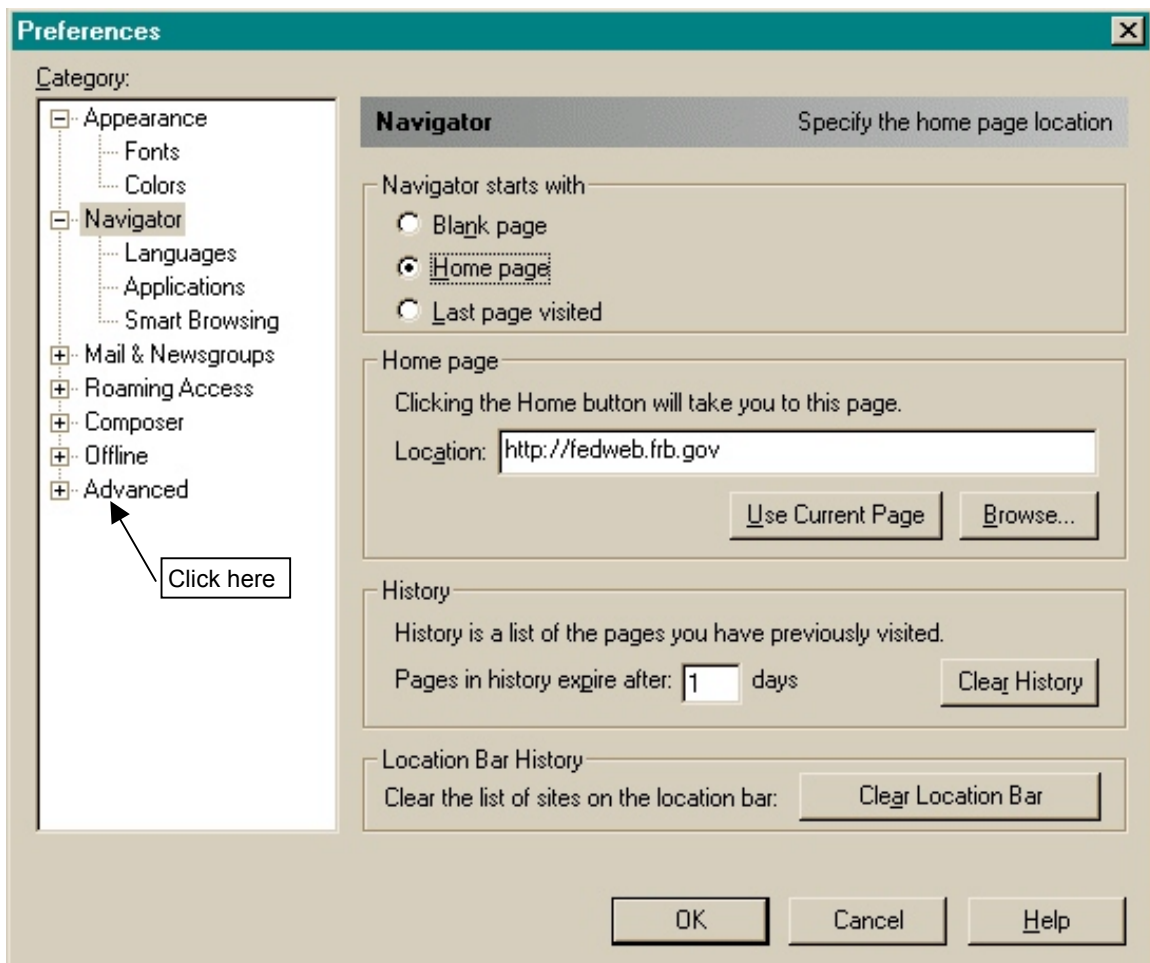
Figure C.6   Netscape Enabling Cookies--Step Two

In the **Preferences, Advanced** window, under **Cookies** select "**Accept all cookies**" or "**Accept only cookies that get sent back to the originating server"** as shown in Figure C.7.
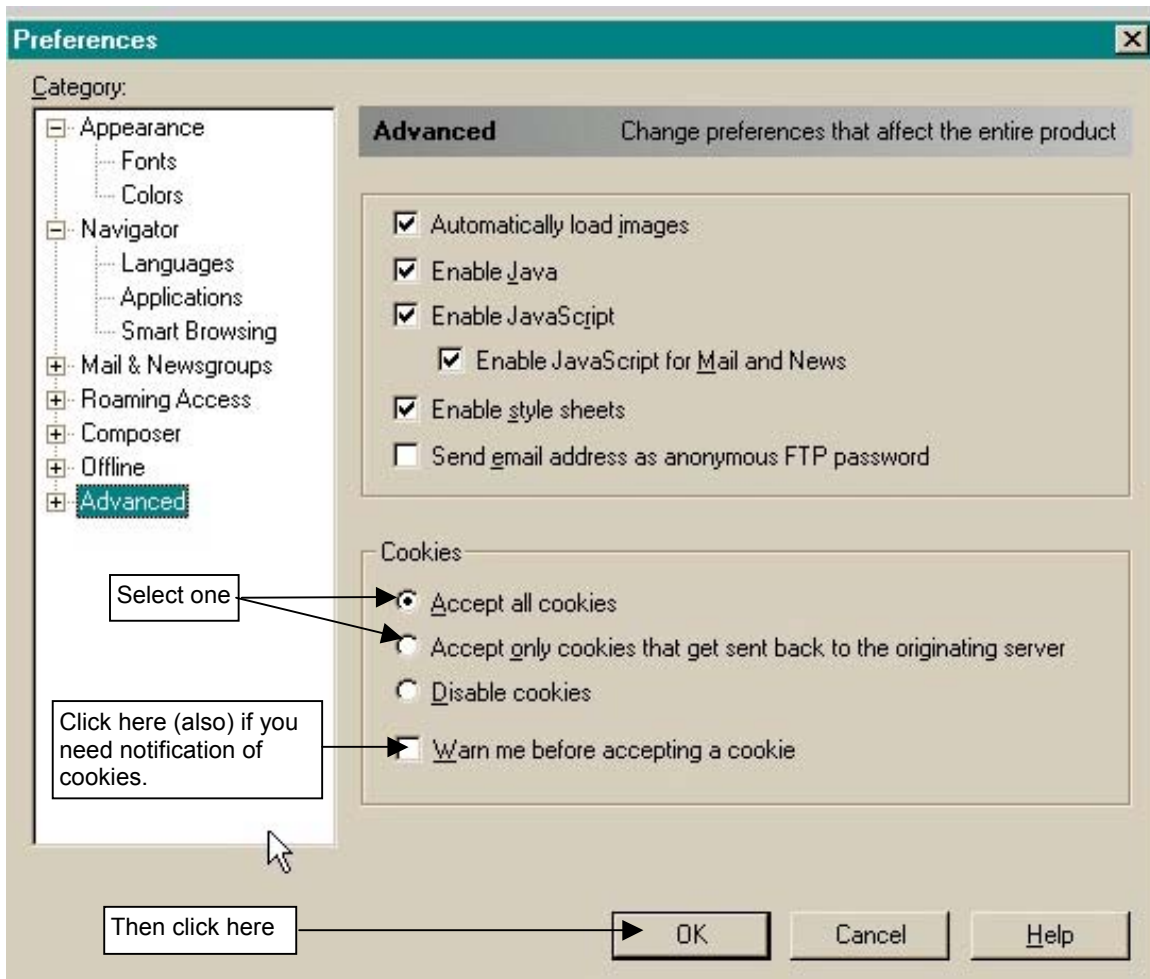
Figure C.7   Netscape Enabling Cookies--Step Three

Click "OK" to save your new configuration and close the **Preferences** window.

Appendix D Military Time Conversion Chart

Military Time Conversion Chart

24 hour clock (Military Time)	12 hour clock
0100	1:00am
0200	2:00am
0300	3:00am
0400	4:00am
0500	5:00am
0600	6:00am
0700	7:00am
0800	8:00am
0900	9:00am
1000	10:00am
1100	11:00am
1200	12:00pm
1300	1:00pm
1400	2:00pm
1500	3:00pm
1600	4:00pm
1700	5:00pm
1800	6:00pm
1900	7:00pm
2000	8:00pm
2100	9:00pm
2200	10:00pm
2300	11:00pm
0000	12:00am

*Transactions, reports and data files will be time stamped Eastern Standard Time.

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Appendix E Glossary of Terms and Acronyms

Accomplished Date The date an IPAC transaction was successfully processed by the IPAC System.

Accounting Date The last date of the month during which date a transaction was processed through the IPAC System.

Agency Federal Government Agency

ALC (**A**gency **L**ocation **C**ode) A 3-digit (Regional Finance Centers), 4-digit (Non-Treasury Disbursing Offices) or 8-digit (Treasury Disbursing Offices) identifier assigned by FMS for Treasury reporting purposes. The first two digits on the 8-digit ALC identify the department or agency, the third and fourth digits identify the particular bureau within the department, and the remaining four digits identify the particular agency account section within that bureau.

Bill Number Document Reference Number of the original IPAC transaction.

Browser A software package used to display documents on the Internet. IPAC supports both Microsoft Internet Explorer and Netscape Navigator.

Contact Phone The complete telephone number (including country code if outside the US and area code) of the transaction contact.

CSV (**C**omma **S**eparated **V**alues) (comma delimited) A file format that separates data fields with commas. The character data is usually surrounded by quotes. This file format is frequently used to import and export data between different programs.

DO Symbol (**D**isbursing **O**ffice Symbol) Automatically assigned when an agency becomes an IPAC user. Each ALC has a unique DO Symbol for each IPAC application (IPAC, TRACS and RITS).

Document Reference Number The number that is automatically assigned to a transaction when it is accepted by the IPAC System. It will be a sequential number assigned by DO Symbol. This number, when combined with a DO Symbol number will be unique.

FMS (**F**inancial **M**anagement **S**ervice) The U.S. Government's financial manager, central disburser and collections agent as well as its accountant and reporter of financial information. FMS is a bureau of the Treasury Department.

FPA (**F**ederal **P**rogram **A**gency)

GOALS II (**G**overnment **O**n-Line **A**ccounting **L**ink **S**ystem II) GOALS II is the system that allows FMS to receive agency accounting data and forward it to various systems within FMS for final processing and to distribute agency accounting reports.

HTML (**H**yper**T**ext **M**arkup **L**anguage) The document format used on the World Wide Web.

IPAC (**I**ntra-governmental **P**ayment **a**nd **C**ollection System) An Internet based GOALS II application for inter-agency transactions.

LPC Limited **P**ayability **C**ancellations credit. A check that has been cancelled because it was not cashed within the timeframe specified on the check.

Logon ID The 8 alphanumeric characters assigned to the user to uniquely identify that user.

PDF (**P**ortable **D**ocument **F**ormat) A file format, read with an Adobe Acrobat™ reader, which allows documents to be displayed identically between different operating system platforms. There are Acrobat readers available for DOS, Windows, UNIX and Mac platforms.

POC Payment **O**ver **C**ancellation debit. A check that has been cashed after it has been cancelled

Purchase Order Number The number of the document from the receiving agency requesting goods or services.

REC Reclamation **C**redits. Refunds from financial institutions as a result of forged or unauthorized check endorsements

TFM (**T**reasury **F**inancial **M**anual) The official publication on Treasury procedures for financial management and reporting. The TFM is available on-line at: www.fms.treas.gov/tfm.

TRACS (**T**reasury **R**eceivables **A**ccounting and **C**ollection **S**ystem) a specially tailored option of GOALS II which streamlines the reimbursement procedure for processing check claims transactions through IPAC System**.**

Transaction Type The type of transaction in TRACS. Possible values are LPC, POC, REC and UCC.

TSV (**T**ab **S**eparated **V**alues) (tab delimited) A file format that uses tab characters (ASCII 9) as separators between fields. Unlike comma delimited (CSV) files, the character data is not usually surrounded by quotes. This file format is used to transfer data between different programs.

UCC Unavailable **C**heck **C**ancellations credit. A check that has been cancelled for a reason other than the check has expired.

URL (**U**niform **R**esource **L**ocator) Specifies the location of a resource residing on the Internet or an intranet. A complete URL consists of a scheme (such as HTTP or FTP), followed by a colon, a server name, and the path of a resource (for example: http://www.fms.treas.gov/goals).

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